BUDGET SYSTEMS SUPPORT FOR EPA OCFO

Project Report January 2013

**CUSTOMER: U.S. Environmental Protection Agency -
Office of the Chief Financial Officer**

Contract No. GS-35F-0151L

Task Order No. EPG12H00434

Submitted By:

**KeyLogic Systems, Inc.
3168 Collins Ferry Road
Morgantown, WV 26505**

Date Submitted:

February 7, 2013

Project Title: BUDGET SYSTEMS SUPPORT FOR EPA, OCFO
Contract No.: GS-35F-0151L
Task Order No.: EPG12H00434

Date February 7, 2013
KeyLogic Systems, Inc.
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Task 1: Budget Automation System Design, Development, and Maintenance

Subtask 1.1 System Specifications

No activity during the reporting period.

Subtask 1.2 Prepare System Development Life Cycle Development Analyses

Client Actions/Decisions Required

None

Work Performed

- KeyLogic continued analyzing requirements/problems for BAS, as requested, including;
    o BAS technology upgrade issues/process
    o BAS-Compass interface process.
    o Actuals import process (FDW to BAS).
    o Maintaining/troubleshooting Citrix virtual application solution for BAS.
    o Miscellaneous system enhancement requests

Worked Planned (February 1-February 28)

KeyLogic will continue to analyze BAS issues, including:

- BAS-Compass interface process.
- Supporting Citrix virtual application solution for BAS.
- BAS system performance issues.
- Issues reported by OCFO staff and other BAS users.
- Updates and improvements to the automated data transfer between the FDW/Momentum and BAS, as necessary or requested.
- Other BAS modifications and enhancements, as requested.

Subtask 1.3 System Development

No activity during the reporting period.

Subtask 1.4 System Security and Disaster Recovery

Client Actions/Decisions Required

None

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Work Performed

- KeyLogic obtained BAS database backups from EPA for secure storage in KeyLogic's Columbia, MD office.

Worked Planned (February 1-February 28)

- KeyLogic will continue to obtain and store BAS database backups.
- Respond to all EPA requests for security and disaster recovery support.

Subtask 1.5 Enhancing System Functionality

Client Actions/Decisions Required

Need to get more key EPA personnel set up with an icon on their desktop so that they can connect to the BAS test server and test updates prior to implementing in production.

Work Performed

- KeyLogic responded to EPA requests for BAS enhancements, including:
  o Fixed an issue with the Security module, disabled the dragging and dropping function on the same list views for NPM, AH and RPIO assignment.
  o Performed a copy for the ESP rule set data from rule set 18 to rule set 19 per client's request.
  o Identified and deleted several saved reports with "no groups" or "no columns".
  o Diagnosed and corrected issue with Transformation process not saving the correct user id in the updated_by field.
  o Diagnosed problem with rules missing from x-walk table that impacted nightly import, data in the ACT version was fixed, rules added and analysis done for the design of the Actuals Correction screen that will allow users to retrieve, delete, insert, and update data in the ACT versions including;
    - The Actuals Correction screen was created and is being tested in the BAS Upgrade to PB12.5 testing process.
  o The version selection on the ESP Allocation Breakout Calculation was resized, per client request; this change was tested and delivered.
  o Diagnosed problem with ESP records not being allocated in BAS versus SQL Server. Allocation rules in BAS fixed, also discovered discrepancy in the arguments for the function used in ESP Allocation process on SQL Server, will correct.
  o Began working on the adding Rollup option for the Auto-Import Correction screen.
  o Found and corrected a fault in the pl/sql logic wherein the selection and application of two different transformation sets caused a failure.
  o Discovered and corrected issues caused by discrepancies in SQL vs Oracle conventions (ISNULL vs NVL SQL putting the literal NULL for no value).
  o Developed triggers so that rule string changes will require users to regenerate the

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function, env pool changes will require users to recalculate the breakouts, and regenerating the function or recalculating the breakouts will require users to re-link reports.
  o Began to identify ways to develop code to be used to identify ESP allocation problems due to data problems in a more timely and efficient manner.
- Continued working on BAS data transformation issues.
- Continued analyzing and discussing the conversion from Strategic Plan 4.0 to Strategic Plan 5.0.
- Continued working to upgrade BAS from Oracle 9i to 11g.
- Continued analyzing and discussing the upgrade to PowerBuilder version 12.5 and Oracle client to 11.2.0.3 including;
  o Continued working on testing and debugging BAS application migrated to PB 12.5, multiple issues fixed and multiple builds done.
  o Continued testing using the test plans developed during the last phase and updated these plans to use the newly developed template as time allowed.
  o Continued investigated ways in which the Oracle 11g client can be configured on a network share drive at KeyLogic, no attempts have been successful. The updated Oracle11g client appears to be more of a challenge in the installation process needed for the BAS application using the EPA install method.

Worked Planned (February 1-February 28)

- Continue enhancing BAS, as requested. Potential enhancements include updates to data entry screens and reports to accommodate changes to strategic and annual performance data reporting processes.
- Continue working to finalize BAS upgrade from Oracle 9i to 11g
- Continue working to implement BAS upgrade to PowerBuilder 12.5.
- Continue supporting BAS-Compass interface activities

Subtask 1.6 Acceptance Testing

Client Actions/Decisions Required

None

Work Performed

- KeyLogic continued system testing as system functions were developed or revised. Analysts provided programming staff with the feedback necessary to correct errors discovered during testing procedures.
- FDW to BAS data transformation/transfer processes.

Worked Planned (February 1-February 28)
KeyLogic will continue testing BAS and BAS data transfer/conversion until all identified errors have been resolved and as new system functionality is developed.

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Subtask 1.7 Training

Client Actions/Decisions Required

None

Work Performed

- Continued looking at what needs to be updated and preparing to give ACS training to EPA personnel new to the system as well as to update existing users regarding newly added items and reports.

Worked Planned (February 1-February 28)

KeyLogic will work with client staff to develop training documents in support of BAS training, as requested. We will provide on-site support of BAS training sessions at the request of client staff.

Subtask 1.8 Documentation

Client Actions/Decisions Required

None

Work Performed

- Continued supporting BAS on-line help functionality and content.
- Continued updating the BAS user guides as necessary to reflect system functionality modifications. Continued converting the BAS User Guides and the ACS User Guides and various help documents into a PDF format for use on the OCFO website.
- Continued maintaining BAS change control log.
- Continued analyzing and improving/documenting the EPA/BAS Change Request (CR) process.
- Continued reviewing the updated disaster recovery documents from the latest reformatting that was done approximately a year ago and to determine what needs to be updated based on what has changed over the past year including;
  o Continued working on updating the appendices of the current disaster recovery plan to reflect the changes/upgrades in the Oracle database version, the BAS PowerBuilder front end application version and the Oracle Client version.
  o Began gathering information for the purpose of integrating Lotus Notes and SQL server recovery into the Disaster Recovery plan.
  o Worked on developing a comprehensive virtualization plan for the BAS database, Citrix application server, the SQL server, and the Notes database application.
  o Worked on integrating new virtualization plans into the Disaster Recovery plan.
  o Had multiple telecon meetings with EPA personal regarding the steps that need to be taken to fulfill the requirements for backing up servers in cases of disaster

recovery or data and code recovery.
- o Diagramed the current BAS configuration to be used as a starting point and to use to figure out what upgrades were needed and what hardware and software was already in place that could continue to be used.

Worked Planned (February 1-February 28)

- KeyLogic will work with client staff to develop documentation in support of BAS, as requested.
- Develop "BAS Bytes" documents, if requested, describing new BAS features or functionality.

Subtask 1.9 - Database Security

Client Actions/Decisions Required

None

Work Performed

- Changed BAS and BAS-related database passwords as required.

Worked Planned (February 1-February 28)

- Maintain BAS database security as necessary.

Subtask 1.10 - BAS System Integration with Other Administrative Systems

Client Actions/Decisions Required
None

Work Performed

- Continued working on BAS-Compass interface issues.
- Continued to monitor the nightly Actuals import process, notifying client of import status and correcting problems when necessary.
- Continued analyzing/modifying the nightly Actuals import process logic as requested.
- Continued analyzing nightly import process to identify potential improvements designed to enhance ease of maintenance and troubleshooting.
- Continued supporting tasks to prepare budget and financial data for required reporting (e.g. Statement of Net Costs, PAR, SF133, etc).

Worked Planned (February 1-February 28)
- Continue working with client staff to resolve any identified issues with the nightly automated FDW-BAS Actuals import process, including issues with source data quality, data query modifications, and translation/transformation logic.

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- Continue to load and test the latest ETL code in the EPA production environment as necessary to support modifications to the nightly FDW data import.
- Continue to modify the FY 2013 Actuals import process, as requested.
- Continue analyzing nightly import process to identify potential improvements designed to enhance ease of maintenance and troubleshooting. Begin modifying process as necessary to achieve enhancements goals.
- Continue supporting annual/quarterly tasks to prepare budget and financial data for required reporting (e.g. Statement of Net Costs, PAR, SF133, etc).
- Continue supporting BAS-Compass interface activities.

Task 2: Performance Module System Design, Development and Maintenance

Subtask 2.1 System Specification Review

No activity during the reporting period.

Subtask 2.2 Prepare System Development Life Cycle Development Analyses

No activity during the reporting period.

Subtask 2.3 System Development

No activity during the reporting period.

Subtask 2.4 System Security and Disaster Recovery

No activity during the reporting period.

Subtask 2.5 Enhancing System Functionality

Client Actions/Decisions Required

None

Work Performed

- Continued discussing and analyzing various requested changes and system issues including;
  - Backfilled Reporting Period for 4.0 2006 ACS data. The complication was to backfill the records where as_of_date did not correspond to Reporting Periods. The solution was to make the records with most recent as_of_date Quarter4/End Year data.
  - Found and fixed anomalous data in 2006 results where an older reporting table had to be updated with corrected data.
  - Provided explanation of why so called 'altered' records were not showing Results

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on the dashboard reports.
- Continued analyzing and discussing ACS/PERS conversion from Strategic Plan 4.0 to Strategic Plan 5.0.
- Continued supporting efforts to query and analyze ACS/PERS data, including development of various data analysis spreadsheets, as requested by EPA.
- Miscellaneous support to PAT contractor on ACS/PERS data issues including;
  - o Continued to support dashboard developer with issues in data pull logic. This time, an issue was caused by 4.0 2006 data missing Reporting Periods. The data was backfilled with Reporting Periods accordingly.
  - o Determined how to display 8 years PERS data and Strategic Plan and Strategic measure based on pmeasure_target_id.

Worked Planned (February 1-February 28)

- Continue enhancing ACS/PERS functionality and assisting in ACS/PERS data analysis as requested.

Subtask 2.6 Acceptance Testing

Client Actions/Decisions Required

None

Work Performed

None

Worked Planned (February 1-February 28)

- Continue testing ACS/PERS enhancements as necessary.

Subtask 2.7 Training

No activity during the reporting period.

Subtask 2.8 Documentation

Client Actions/Decisions Required
None

Work Performed

- Continued modifications to the ACS/PERS modules users guides, as necessary.

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Worked Planned (February 1-February 28)

- Continue efforts to develop and revise system documentation as time and priorities permit.

Task 3: Financial and Other Reporting Requirement Support

Client Actions/Decisions Required

None

Work Performed

- Continued supporting annual/quarterly budget/finance reporting processes and data quality issues including;
  - Diagnosed issues with Nightly Import specifically with missing Program Project for the NULL NPM's imported into BAS from SQL Server.
  - Missing records were added to the xwalk to support nightly import process.
  - Incorrect records were fixed in BAS ACT 2013 3.0 version.
  - Diagnosed an issue in the ESP Allocation process, discovered discrepancy in the arguments to the function that is used in the process.
- Continued supporting year-end, quarter-end, and month-end financial reporting, including Statement of Net Cost and Hill Monthly reports.
- Continued supporting OCFO and their other contractors in their efforts to extract data from the ACS/PERS modules in BAS for the purpose of supporting the OCFO reporting dashboard and other reports including;
  - Diagnosed and corrected problem with Sub-Program Projects not showing on certain reports.
  - Completed automated macro-driven process to import "3 dimensional" EPA provided Program Area conference spreadsheets into a file which could be directly imported into BAS without mistake-prone manual user intervention.

Worked Planned (February 1-February 28)

- Continue to support budget/finance related reports, as requested by client.
- Continue supporting OCFO and their other contractors in their efforts to extract data from the ACS/PERS modules in BAS for the purpose of supporting the OCFO reporting dashboard and other reports.

Task 4: Data Warehousing Support

Client Actions/Decisions Required

None

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Work Performed

None

Worked Planned (February 1-February 28)

- Support OCFO staff as requested.

Task 5: Administrative Database Application Development and Maintenance

Client Actions/Decisions Required

None

Work Performed

- Continued to provide Lotus Notes expertise in support of multiple database applications, including:
  - Lotus Notes Server Migration
    - Supported process of determining backup procedures for Lotus Notes server.
    - Started working on fix in Recertification Database for potential email issues after Notes email cutoff happens.
    - Still in the process of deciding where to move the DCOCFONOTES01 server. It may move to Mike Hanson's environment, or it may move to the new BAS server environment.
    - Located some 6.5GB of unallocated space on the Notes server data volume and added it to that volume.
  - Budget Submission
    - Updates for Tab 11: E-Manifest
      - Added tab 11 to the tab 3 – 10 form.
      - Renamed tab 14 to 15, tab 13 to 14, tab 12 to 13, tabs 11 to 12.
      - Updated all views and actions to create tab 3-11 documents.
      - Updated all behind the scenes code to handle new tab number 11.
      - Updated detach/merge code to detach tab 11 docs correctly.
      - Updated merge macro to handle tab 11 docs correctly.
      - Updated import macro to handle tab 11 docs correctly.
      - Added new tab 11 program area for testing.
      - Added new tab 11 program/project for testing.
      - Pushed changes to a test copy of the database on DCOCFONOTES01 server.
      - Pushed changes to production copy of CJ database.
  - Open Commitment Database (Adina Alpert)
    - Assisted Richard is setting up the Open Expiring Commitments database to pull data for the new FY.

- Debugged and fixed a problem with the data processing job that was causing it to die prematurely and not mark records to show up in old commitment or under $X views. Problem was full text indexing not enabled.
- Revisited the following, but no action required yet… Discussion with Adina regarding some single row records showing up in exercise view that according to her match other records in CDW. This ended up being true, but the other records were on their own commitment record because they shared a different ORG code. Since we started pulling this data, we've always separated them by org code. Offered options for handling this issue. Waiting to hear back.
  - o Recertification Database (Richard Blackman)
    - Discussion with Jackye H and Pat Wingfield about possible impacts when EPA turns off ability to send mail from lotus notes.
    - Came up with plan to handle this problem by performing all send actions from code. Will need to add pop-up forms that collect customized messages to be included in email.
    - Started work to implement these changes.

Work Planned (February 1-February 28)

- Continue to provide Lotus Notes expertise in support of budget-related applications, as requested, including, but not limited to:
  - o Lotus Notes to MS Office 365 Conversion
    - Continue working with Mike Hanson and/or BAS team to move DCOCFONOTES01 server's databases to a new virtual box.
  - o 2013 Recertification Database
    - Update with new SQL query when ready. Address any new fields and or data requirements from new query.
    - Update database design with any changes needed for the new FY.
  - o Open Commitment Database
    - Any additional new views, form changes, etc…

Task 6: Hardware/Software/Peripheral Purchases/Installation

Client Actions/Decisions Required

None

Work Performed

- Installed BAS front-end files and ran database scripts on EPA's servers as necessary to implement system modifications.

Worked Planned (February 1-February 28)

- Install BAS front and back end as necessary to implement system revisions.

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Task 7: Project Management/Technical Assistance

Client Actions/Decisions Required

None

Work Performed
- Continued supporting EPA staff members, via telephone and on-site, regarding a variety of BAS issues throughout the reporting period including:
  - Continued to update BAS application dlls on BAS, BAS test and Citrix Servers.
  - Troubleshot user having issue with BAS launching slow. It was discovered user had a corrupted hard drive. Reported it to the EZTech engineer and drive was replaced.
- Continued to troubleshoot and research BAS Citrix connectivity issues.
  - Continued to develop the new Citrix server for test area including;
    - Diagnosed several Citrix Performance issues and provided support to Regional users.
    - Continued developing a document for custom login script to redirect desktop within TS session.
    - Piloting XenApp 6.5 to resolve lingering issues once new server is installed.
- Continued to update OCFO inventory database to accurately show software licenses availability and ownership.
- Continued administering the SQL Server and Oracle databases / applications on OCFO's servers in the Ariel Rios building including;
  - Completed regular maintenance on Server operating systems.
  - Performed miscellaneous server maintenance.
  - Documented vulnerability changes from daily scans.
  - Resolved network issue with production Oracle server.
  - Continue assisting end users with BAS, Citrix, and Oracle application issues.
  - Continue design and set up for the new virtual test environment.
  - Resolved several Oracle connection issues for local users.
  - Continue working with regional administrators to resolve BAS issues and discuss procedures for upgrades.
- Continued providing routine project management oversight, including developing monthly technical and cost reports.
- Continued meetings with EPA personal regarding the steps that need to be taken to fulfill the requirements for backing up servers in cases of disaster recovery or data and code recovery.

Worked Planned (February 1-February 28)

- In addition to conducting routine project management tasks, KeyLogic will respond to EPA requests for technical assistance as required.
- Continue supporting OCFO/OB's virtualized BAS application using Citrix Xenapp. Will assist with issue research and resolution as necessary.

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- Continue administering the SQL Server and Oracle databases / applications on OCFO's servers in the Ariel Rios building.
- Continue providing general technical support to OCFO, as requested

Task 8: Web-Enabling our Current Client-Server Application (Optional)

Client Actions/Decisions Required

Awaiting OCFO response to cloud computing white paper.
Work Performed

- None

Work Planned (February 1-February 28)

- Respond to EPA comments on BAS web-enabling technical approach document as necessary. If requested, meet with EPA to discuss contents of document, perform additional analysis and develop additional documents.
- Respond to any OCFO feedback on the cloud computing white paper for the new budget system.

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PROJECT DELIVERABLES
For the reporting period January 1 – January 31, 2013

Deliverable	Date
Latest Congressional Quarterly Report for 2012. (1_3_2013 congr_Quarterly (with codes).xlsx, 1_3_2013 Congr_ Quarterly.xlsx)	01/03/2013
December 2012 project status and cost reports. (EPA-CFO_December 12_Status.doc, EPA OCFO BAS cost report – December 2012.xlsx)	01/11/2013
Updated "Hill Quarterly" Report. (report3, report2, report1.xlsx)	01/17/2013
Updated Congressional Quarterly Report for 2012. (01_18_2012 Congr_Quarterly (with codes).xlsx, 01_18_2013 Congr_Quarterly.xlsx)	01/18/2013
Latest "Hill Quarterly" report. (Hill Technical Monthly 1_23_2013.xlsx)	01/23/2013
Front-end files containing modifications to the ESP Allocation Template breakout screen widening the version pick list. (basbuild_012313_basmain.zip)	01/23/2013
Latest "Hill Quarterly" Report. (Quarterly Hill 1_24_2013.xlsx)	01/24/2013

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Submitted By:

KEYLOGIC

**KeyLogic Systems, Inc.
3168 Collins Ferry Road
Morgantown, WV 26505**

Date Submitted:

March 11, 2013

Project Title: BUDGET SYSTEMS SUPPORT FOR EPA, OCFO
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Date March 11, 2013
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Task 1: Budget Automation System Design, Development, and Maintenance

Subtask 1.1 System Specifications

No activity during the reporting period.

Subtask 1.2 Prepare System Development Life Cycle Development Analyses

Client Actions/Decisions Required

None

Work Performed

- KeyLogic continued analyzing requirements/problems for BAS, as requested, including;
  - o BAS technology upgrade issues/process
  - o BAS-Compass interface process.
  - o Actuals import process (FDW to BAS).
  - o Maintaining/troubleshooting Citrix virtual application solution for BAS.
  - o Miscellaneous system enhancement requests

Worked Planned (March 1-March 31)

KeyLogic will continue to analyze BAS issues, including:

- BAS-Compass interface process.
- Supporting Citrix virtual application solution for BAS.
- BAS system performance issues.
- Issues reported by OCFO staff and other BAS users.
- Updates and improvements to the automated data transfer between the FDW/Momentum and BAS, as necessary or requested.
- Other BAS modifications and enhancements, as requested.

Subtask 1.3 System Development

No activity during the reporting period.

Subtask 1.4 System Security and Disaster Recovery

Client Actions/Decisions Required

None

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Work Performed

- KeyLogic obtained BAS database backups from EPA for secure storage in KeyLogic's Columbia, MD office.

Worked Planned (March 1-March 31)

- KeyLogic will continue to obtain and store BAS database backups.
- Respond to all EPA requests for security and disaster recovery support.

Subtask 1.5 Enhancing System Functionality

Client Actions/Decisions Required

Need to get more key EPA personnel set up with an icon on their desktop so that they can connect to the BAS test server and test updates prior to implementing in production.

Work Performed

- KeyLogic responded to EPA requests for BAS enhancements, including:
  o Discovered discrepancy with ESP allocation process in BAS and in SQL server where a function in SQL Server was missing one argument and the data in Rule Sets inconsistent with the data in BAS.
  o Multiple copies of ESP rule sets were done per user's requests, Rule Set 22 was re-created with a clean data set, and versions that were linked to the sets with wrong data recalculated and were re-linked.
  o Identified the 'weak points' in the ESP allocation diagnostics process and created a plan to add diagnostics. Added the ability to Transform fields like local_code,rc_code and similar from 'All' to Null value without having to select the Parent. This will allow using Transformation Module in place of doing the Partver Copy with Rollup Columns option into a different version. For example, to get rid of Components users had to perform a copy into another version with the rollup on Components, now Transformation can be done on the same version. Tested and delivered.
  o Diagnosed problem with creation of new base costs out of existing ones because fdw_download data are adjusted by the program after the initial base cost was created. Worked on developing code to be used to identify ESP allocation problems due to data problems in a more timely and efficient manner.
  o Developed an ESP diagnostic matrix to help guide us in applying our various diagnostic tools to more quickly discover causes of allocation problems.
  o Developed and tested a suite of allocation diagnostic tools, including flags to track precisely when functions need to be regenerated and rule calculations redone.
  o Developed means to quickly diagnose problems in SQL within the rules and capture the information in a useful way.
- Continued working on BAS data transformation issues.

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- Continued analyzing and discussing the conversion from Strategic Plan 4.0 to Strategic Plan 5.0.
- Continued working to upgrade BAS from Oracle 9i to 11g.
- Continued analyzing and discussing the upgrade to PowerBuilder version 12.5 and Oracle client to 11.2.0.3 including;
    - Continued working on testing and debugging BAS application migrated to PB 12.5, multiple issues fixed and multiple builds done including;
        - Added filtering ability to IFMS Import screen and will be delivered with BAS Upgrade.
        - Added Duplicate Row function to the new Actuals Correction screen and will be delivered with BAS Upgrade.
        - Found a issue with non-ACT versions being selected and retrieved on the new Actuals Correction screen and will be delivered with BAS Upgrade.
        - Created documents outlining the time line and steps for the upgrade process and were discussed with EPA personnel.
    - Continued testing using the test plans developed during the last phase and updated these plans to use the newly developed template as time allowed.
    - Continued investigated ways in which the Oracle 11g client can be configured on a network share drive at KeyLogic, no attempts have been successful. The updated Oracle11g client appears to be more of a challenge in the installation process needed for the BAS application using the EPA install method.

Worked Planned (March 1-March 31)

- Continue enhancing BAS, as requested. Potential enhancements include updates to data entry screens and reports to accommodate changes to strategic and annual performance data reporting processes.
- Continue working to finalize BAS upgrade from Oracle 9i to 11g
- Continue working to implement BAS upgrade to PowerBuilder 12.5.
- Continue supporting BAS-Compass interface activities

Subtask 1.6 Acceptance Testing

Client Actions/Decisions Required

None

Work Performed

- KeyLogic continued system testing as system functions were developed or revised. Analysts provided programming staff with the feedback necessary to correct errors discovered during testing procedures.
- FDW to BAS data transformation/transfer processes.

Worked Planned (March 1-March 31)

KeyLogic will continue testing BAS and BAS data transfer/conversion until all identified errors have been resolved and as new system functionality is developed.

Subtask 1.7 Training

Client Actions/Decisions Required

None

Work Performed

- Continued looking at what needs to be updated and preparing to give ACS training to EPA personnel new to the system as well as to update existing users regarding newly added items and reports.

Worked Planned (March 1-March 31)

KeyLogic will work with client staff to develop training documents in support of BAS training, as requested. We will provide on-site support of BAS training sessions at the request of client staff.

Subtask 1.8 Documentation

Client Actions/Decisions Required

None

Work Performed

- Continued supporting BAS on-line help functionality and content.
- Continued updating the BAS user guides as necessary to reflect system functionality modifications. Continued converting the BAS User Guides and the ACS User Guides and various help documents into a PDF format for use on the OCFO website.
- Continued maintaining BAS change control log.
- Continued analyzing and improving/documenting the EPA/BAS Change Request (CR) process.
- Continued reviewing the updated disaster recovery documents from the latest reformatting that was done approximately a year ago and to determine what needs to be updated based on what has changed over the past year including;
  - o Continued working on updating the appendices of the current disaster recovery plan to reflect the changes/upgrades in the Oracle database version, the BAS PowerBuilder front end application version and the Oracle Client version.
  - o Continued gathering information for the purpose of integrating Lotus Notes and SQL server recovery into the Disaster Recovery plan.

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- o Continued working on developing a comprehensive virtualization plan for the BAS database, Citrix application server, the SQL server, and the Notes database application.
- o Continued working on integrating new virtualization plans into the Disaster Recovery plan.
- o Had multiple telecon meetings with EPA personal regarding steps needed to fulfill the requirements for backing up servers in cases of disaster recovery or data and code recovery.
- o Continued updating the diagrams for the current BAS configuration to be used as a starting point and to use to figure out what upgrades were needed and what hardware and software was already in place that could continue to be used. Created a proposed configuration diagram to be used for inclusion in the update to the current disaster recovery plan, and created a second version with the costs associated with updating the current configuration to the proposed configuration.
- o Created a spreadsheet of the proposed configuration to be used for inclusion in the update to the current disaster recovery plan that contained specific details of the physical and virtual servers to be set up in the configuration, and created a second version with the costs associated with updating the current configuration to the proposed configuration.

Worked Planned (March 1-March 31)

- KeyLogic will work with client staff to develop documentation in support of BAS, as requested.
- Develop "BAS Bytes" documents, if requested, describing new BAS features or functionality.

Subtask 1.9 - Database Security

Client Actions/Decisions Required

None

Work Performed

- Changed BAS and BAS-related database passwords as required.

Worked Planned (March 1-March 31)

- Maintain BAS database security as necessary.

Subtask 1.10 - BAS System Integration with Other Administrative Systems

Client Actions/Decisions Required
None

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Work Performed

- Continued working on BAS-Compass interface issues.
- Continued to monitor the nightly Actuals import process, notifying client of import status and correcting problems when necessary.
- Continued analyzing/modifying the nightly Actuals import process logic as requested.
- Continued analyzing nightly import process to identify potential improvements designed to enhance ease of maintenance and troubleshooting.
- Continued supporting tasks to prepare budget and financial data for required reporting (e.g. Statement of Net Costs, PAR, SF133, etc).

Worked Planned (March 1-March 31)

- Continue working with client staff to resolve any identified issues with the nightly automated FDW-BAS Actuals import process, including issues with source data quality, data query modifications, and translation/transformation logic.
- Continue to load and test the latest ETL code in the EPA production environment as necessary to support modifications to the nightly FDW data import.
- Continue to modify the FY 2013 Actuals import process, as requested.
- Continue analyzing nightly import process to identify potential improvements designed to enhance ease of maintenance and troubleshooting. Begin modifying process as necessary to achieve enhancements goals.
- Continue supporting annual/quarterly tasks to prepare budget and financial data for required reporting (e.g. Statement of Net Costs, PAR, SF133, etc).
- Continue supporting BAS-Compass interface activities.

Task 2: Performance Module System Design, Development and Maintenance

Subtask 2.1 System Specification Review

No activity during the reporting period.

Subtask 2.2 Prepare System Development Life Cycle Development Analyses

No activity during the reporting period.

Subtask 2.3 System Development

No activity during the reporting period.

Subtask 2.4 System Security and Disaster Recovery

No activity during the reporting period.

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Subtask 2.5 Enhancing System Functionality

Client Actions/Decisions Required

None

Work Performed

- Continued discussing and analyzing various requested changes and system issues including;
  - Analyzed requirements for the process of uploading PERS/ACS data to performance.gov website.
  - Questions were created and sent to the client, waiting for the response.
- Continued analyzing and discussing ACS/PERS conversion from Strategic Plan 4.0 to Strategic Plan 5.0.
- Continued supporting efforts to query and analyze ACS/PERS data, including development of various data analysis spreadsheets, as requested by EPA.
- Miscellaneous support to PAT contractor on ACS/PERS data issues including;
  - Continued to support dashboard developer with issues in data pull logic. This time, an issue was caused by 4.0 2006 data missing Reporting Periods. The data was backfilled with Reporting Periods accordingly.
  - Determined how to display 8 years PERS data and Strategic Plan and Strategic measure based on pmeasure_target_id.

Worked Planned (March 1-March 31)

- Continue enhancing ACS/PERS functionality and assisting in ACS/PERS data analysis as requested.

Subtask 2.6 Acceptance Testing

Client Actions/Decisions Required

None

Work Performed

None

Worked Planned (March 1-March 31)

- Continue testing ACS/PERS enhancements as necessary.

Subtask 2.7 Training

No activity during the reporting period.

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Subtask 2.8 Documentation

Client Actions/Decisions Required
None

Work Performed

- Continued modifications to the ACS/PERS modules users guides, as necessary.

Worked Planned (March 1-March 31)

- Continue efforts to develop and revise system documentation as time and priorities permit.

Task 3: Financial and Other Reporting Requirement Support

Client Actions/Decisions Required

None

Work Performed

- Continued supporting annual/quarterly budget/finance reporting processes and data quality issues including;
  - Assisted the client in diagnosing a configuration problem in running reporting macros due to the latest BAS configuration update.
  - Completed coding of a macro that will flatten out the data submitted in spreadsheet form that is loaded to a table in BAS and is used in the Conference Reports; used the macro to load the latest update to the data used.
  - Supported diagnosis of issues with ESP Allocation Process.
- Continued supporting year-end, quarter-end, and month-end financial reporting, including Statement of Net Cost and Hill Monthly reports.
- Continued supporting OCFO and their other contractors in their efforts to extract data from the ACS/PERS modules in BAS for the purpose of supporting the OCFO reporting dashboard and other reports including;
  - Provided support on an issue with measures not being pulled by a dashboard view. It turned out a hard-coded filter in the dashboard view was excluding those measures.

Worked Planned (March 1-March 31)

- Continue to support budget/finance related reports, as requested by client.
- Continue supporting OCFO and their other contractors in their efforts to extract data from the ACS/PERS modules in BAS for the purpose of supporting the OCFO reporting dashboard and other reports.

Task 4: Data Warehousing Support

Client Actions/Decisions Required

None

Work Performed

None

Worked Planned (March 1-March 31)

- Support OCFO staff as requested.

Task 5: Administrative Database Application Development and Maintenance

Client Actions/Decisions Required

None

Work Performed

- Continued to provide Lotus Notes expertise in support of multiple database applications, including:
  - Lotus Notes Server Migration
    - Worked on setting up generic redirect page in preparation for moving databases.
    - Waiting for access to Mike Hanson's server environment to start moving databases.
  - Budget Submission
    - Investigated a problem with a user having issues attaching documents. Determined it to be a hiccup with Lotus Notes and instructed that she restart her computer (or at least Lotus Notes). No one else was having the issue.
    - Questions answered regarding impact of word document formatting on the merge. In this case, there was no impact.
    - Investigated and explained the "Uncategorized" issue when the import is run.
      - The problem is due to documents being imported without an existing "Notes Folder" already in the database.
      - Too fix, the user simply needs to open, edit, pick the P/P from the pop-up list, save and close the folder record.
  - Setup of My Workplace.
    - Worked with helpdesk to get AAA token activated.
    - Worked with helpdesk to get access to MyWorkplace. Needed to obtain LAN login ID and password. Adam D. helped with password and login to setup remote access.
  - SharePoint: MyWorkplace Collaboration Tools

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- Worked with Jackye to complete an application to create a new collaboration site for MyWorkplace using the CURD (Compass User Resource DB) as an example.
- Completed survey after being accepted through first round of selections.
  o Recertification Database (Richard Blackman)
    - Finished implementation of code to create emails from application (removing the need to use compose form and send button in email file).
    - Testing of email capability since Outlook email was turned on. Still works, but change to disallow new emails from lotus notes does not appear to be in effect yet.

Work Planned (March 1-March 31)

- Continue to provide Lotus Notes expertise in support of budget-related applications, as requested, including, but not limited to:
  o Lotus Notes to MS Office 365 Conversion
    - Continue working with Mike Hanson and/or BAS team to move DCOCFONOTES01 server's databases to a new virtual box.
  o 2013 Recertification Database
    - Update with new SQL query when ready. Address any new fields and or data requirements from new query.
    - Update database design with any changes needed for the new FY.
    - Continue work on fix for email issues once lotus notes email goes away.
  o Open Commitment Database
    - Any additional new views, form changes, etc…

Task 6: Hardware/Software/Peripheral Purchases/Installation

Client Actions/Decisions Required

None

Work Performed

- Installed BAS front-end files and ran database scripts on EPA's servers as necessary to implement system modifications.

Worked Planned (March 1-March 31)

- Install BAS front and back end as necessary to implement system revisions.

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<u>Task 7: Project Management/Technical Assistance</u>

Client Actions/Decisions Required

None

Work Performed

- Continued supporting EPA staff members, via telephone and on-site, regarding a variety of BAS issues throughout the reporting period including:
  - Continued to update BAS application dlls on BAS, BAS test and Citrix Servers.
    - Continued troubleshooting user having issue with BAS launching slowly on her laptop.
    - Continued to troubleshoot and research BAS Citrix connectivity issues.
  - Continued to develop the new Citrix server for test area including;
    - Diagnosed several Citrix Performance issues and provided support to Regional users.
    - Continued developing a document for custom login script to redirect desktop within TS session.
    - Continued Piloting XenApp 6.5 to resolve lingering issues once new server is installed.
    - Updated and patched several non CTS laptops for clients.
- Continued to update OCFO inventory database to accurately show software licenses availability and ownership.
- Continued administering the SQL Server and Oracle databases / applications on OCFO's servers in the Ariel Rios building including;
  - Completed regular maintenance on Server operating systems.
  - Performed miscellaneous server maintenance.
  - Documented vulnerability changes from daily scans.
  - Resolved network issue with production Oracle server.
  - Continue assisting end users with BAS, Citrix, and Oracle application issues.
  - Continue design and set up for the new virtual test environment including;
    - Received new server and installed new operating system began virtual machine builds.
  - Resolved several Oracle connection issues for local users.
  - Continue working with regional administrators to resolve BAS issues and discuss procedures for upgrades.
- Continued providing routine project management oversight, including developing monthly technical and cost reports.
- Continued meetings with EPA personal regarding the steps that need to be taken to fulfill the requirements for backing up servers in cases of disaster recovery or data and code recovery.

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Worked Planned (March 1-March 31)

- In addition to conducting routine project management tasks, KeyLogic will respond to EPA requests for technical assistance as required.
- Continue supporting OCFO/OB's virtualized BAS application using Citrix Xenapp. Will assist with issue research and resolution as necessary.
- Continue administering the SQL Server and Oracle databases / applications on OCFO's servers in the Ariel Rios building.
- Continue providing general technical support to OCFO, as requested

Task 8: Web-Enabling our Current Client-Server Application (Optional)

Client Actions/Decisions Required

Awaiting OCFO response to cloud computing white paper.
Work Performed

- None

Work Planned (March 1-March 31)

- Respond to EPA comments on BAS web-enabling technical approach document as necessary. If requested, meet with EPA to discuss contents of document, perform additional analysis and develop additional documents.
- Respond to any OCFO feedback on the cloud computing white paper for the new budget system.

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PROJECT DELIVERABLES
For the reporting period February 1 – February 28, 2013

Deliverable	Date
Updated "Hill Quarterly" report. (Quarterly Hill 2_4_2013.xlsx, Quarterly Hill Macro.xlsm, quarterly_ Hill.sql, epalogo.jpg)	2/4/2013
CJ Macro, supporting files, and macro output. (feb02.zip.allow)	2/6/2013
Latest "Hill Quarterly" report. (quarterly_hill.sql, Quarterly Hill 2_8_2013.xlsx, Quarterly Hill Macro.xlsm)	2/8/2013
Latest "Hill Quarterly" report. (Quarterly Hill 2_8_2013.xlsx)	2/8/2013
Latest "Hill Quarterly" report. (quarterly_hill.sql, Quarterly Hill Macro.xlsm)	2/8/2013
Latest "Hill Quarterly" report. (quarterly_hill.sql, Quarterly Hill Macro.xlsm)	2/8/2013
January 2013 project status and cost reports. (EPA-CFO_January 13_Status.doc, EPA OCFO BAS cost report – January 2013.xlsx)	2/11/2013
Exhibit 53 report output. (2013_2_14 Exhibit 53.xlsx)	2/14/2013
BAS server backup and disaster recovery documents. (BAS-TCO_Comparison.xlsx, CurrentBASConfiguration.pdf, proposedWSoftwareFeb202013.pdf, Budget Formulation system IT needs proposal.docx, DRProposedConfigurationCost Breakdown.xlsx, toochart.PNG)	2/20/2013

BUDGET SYSTEMS SUPPORT FOR EPA OCFO

Project Report March 2013

**CUSTOMER: U.S. Environmental Protection Agency -
Office of the Chief Financial Officer**

Contract No. GS-35F-0151L

Task Order No. EPG12H00434

Submitted By:

KEYLOGIC

KeyLogic Systems, Inc.
3168 Collins Ferry Road
Morgantown, WV 26505

Date Submitted:

April 10, 2013

Task 1: Budget Automation System Design, Development, and Maintenance

Subtask 1.1 System Specifications

No activity during the reporting period.

Subtask 1.2 Prepare System Development Life Cycle Development Analyses

Client Actions/Decisions Required

None

Work Performed

- KeyLogic continued analyzing requirements/problems for BAS, as requested, including;
    o BAS technology upgrade issues/process
    o BAS-Compass interface process.
    o Actuals import process (FDW to BAS).
    o Maintaining/troubleshooting Citrix virtual application solution for BAS.
    o Miscellaneous system enhancement requests

Worked Planned (April 1-April 30)

KeyLogic will continue to analyze BAS issues, including:

- BAS-Compass interface process.
- Supporting Citrix virtual application solution for BAS.
- BAS system performance issues.
- Issues reported by OCFO staff and other BAS users.
- Updates and improvements to the automated data transfer between the FDW/Momentum and BAS, as necessary or requested.
- Other BAS modifications and enhancements, as requested.

Subtask 1.3 System Development

No activity during the reporting period.

Subtask 1.4 System Security and Disaster Recovery

Client Actions/Decisions Required

None

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Work Performed

- KeyLogic obtained BAS database backups from EPA for secure storage in KeyLogic's Columbia, MD office.

Worked Planned (April 1-April 30)

- KeyLogic will continue to obtain and store BAS database backups.
- Respond to all EPA requests for security and disaster recovery support.

Subtask 1.5 Enhancing System Functionality

Client Actions/Decisions Required

Need to get more key EPA personnel set up with an icon on their desktop so that they can connect to the BAS test server and test updates prior to implementing in production.

Work Performed

- KeyLogic responded to EPA requests for BAS enhancements, including:
  o Data fix applied to ACT and other cycle versions for Fund 'C3' and 'T3' where wrong program_project was initially imported due to the wrong data in the crosswalk.
  o Supported the client to figure out discrepancy with Program Area Adhoc report and Direct Resource report.
  o Diagnosed problem with Transformation of Funds from single version edit browse screen. A workaround was suggested.
  o Fixed problem with NPM users being able to import records with restricted (but not by restricted_flag) Reserves. The problem only existed when the Import was done into OPP version. Tested and delivered.
  o Added triggers to capture changes to ESP Allocation Rule Strings and added a flag to signal need for function regeneration.
  o Added triggers to capture changes to ESP Allocation ENV Pool values and flag the need to recalculate the breakouts for these rules.
  o Added diagnostic codes to capture problems in the SQL entered for ESP allocation rule string and/or ENV pool values.
  o Added the views to display all of the above ESP changes.
  o Performed analysis for the possibility of adding the option of either deriving or keeping the BBFY of the record on the ACT to OPP version copy.
- Continued working on BAS data transformation issues.
- Continued analyzing and discussing the conversion from Strategic Plan 4.0 to Strategic Plan 5.0.
- Continued working to upgrade BAS from Oracle 9i to 11g.
- Continued analyzing and discussing the upgrade to PowerBuilder version 12.5 and Oracle client to 11.2.0.3 including;
  o Continued working on testing and debugging BAS application migrated to PB

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12.5, multiple issues fixed and multiple builds done including:

o Added more diagnostics to the ESP Allocation module.
o A new Actuals Correction Screen was modified to give the user an option to go forward with duplicated record and have it rolled up, as well as added the check for the required columns.
o Continued testing using the test plans developed during the last phase and updated these plans to use the newly developed template as time allowed.
o Worked on the process of Oracle 11G client installations with EPA Network admin.
o Several meetings on upgrade status were held with EPA personnel.
o Installation step documents, configuration documents and diagrams were updated to reflect any changes or additions that came about during this reporting period.
o Drafted several e-mails and documents that needed to be sent to OCFO IT Support, outside users or direct users of BAS informing them of the upcoming update were completed.
o Numerous client installations were done to make sure workstations with various configurations would be installed correctly without interfering with any other installed oracle or system software.
o Delivered new BAS dlls, executable, PB 12.5 runtime files. , new bas .ini file to be installed in the Testing area downtown.
o Created a comprehensive document for ESP Allocation enhancements and sent it to the client for approval.
o Created documents outlining the time line and steps for the upgrade process and were discussed with EPA personnel.
o Continued testing using the test plans developed during the last phase and updated these plans to use the newly developed template as time allowed.
o Continued investigated ways in which the Oracle 11g client can be configured on a network share drive at KeyLogic, no attempts have been successful. The updated Oracle11g client appears to be more of a challenge in the installation process needed for the BAS application using the EPA install method.

Worked Planned (April 1-April 30)

- Continue enhancing BAS, as requested. Potential enhancements include updates to data entry screens and reports to accommodate changes to strategic and annual performance data reporting processes.
- Continue working to finalize BAS upgrade from Oracle 9i to 11g
- Continue working to implement BAS upgrade to PowerBuilder 12.5.
- Continue supporting BAS-Compass interface activities

Subtask 1.6 Acceptance Testing

Client Actions/Decisions Required

None

Work Performed

- KeyLogic continued system testing as system functions were developed or revised. Analysts provided programming staff with the feedback necessary to correct errors discovered during testing procedures.
- FDW to BAS data transformation/transfer processes.

Worked Planned (April 1-April 30)

KeyLogic will continue testing BAS and BAS data transfer/conversion until all identified errors have been resolved and as new system functionality is developed.

Subtask 1.7 Training

Client Actions/Decisions Required

None

Work Performed

- Continued looking at what needs to be updated and preparing to give ACS training to EPA personnel new to the system as well as to update existing users regarding newly added items and reports.

Worked Planned (April 1-April 30)

KeyLogic will work with client staff to develop training documents in support of BAS training, as requested. We will provide on-site support of BAS training sessions at the request of client staff.

Subtask 1.8 Documentation

Client Actions/Decisions Required

None

Work Performed

- Continued supporting BAS on-line help functionality and content.
- Continued updating the BAS user guides as necessary to reflect system functionality modifications. Continued converting the BAS User Guides and the ACS User Guides and various help documents into a PDF format for use on the OCFO website.
- Continued maintaining BAS change control log.
- Continued analyzing and improving/documenting the EPA/BAS Change Request (CR) process.

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- Continued reviewing the updated disaster recovery documents from the latest reformatting that was done approximately a year ago and to determine what needs to be updated based on what has changed over the past year including;
    o Continued working on updating the appendices of the current disaster recovery plan to reflect the changes/upgrades in the Oracle database version, the BAS PowerBuilder front end application version and the Oracle Client version.
    o Continued gathering information for the purpose of integrating Lotus Notes and SQL server recovery into the Disaster Recovery plan.
    o Continued working on developing a comprehensive virtualization plan for the BAS database, Citrix application server, the SQL server, and the Notes database application.
    o Continued working on integrating new virtualization plans into the Disaster Recovery plan.
    o Had multiple telecon meetings with EPA personal regarding steps needed to fulfill the requirements for backing up servers in cases of disaster recovery or data and code recovery.
    o Continued updating the diagrams for the current BAS configuration to be used as a starting point and to use to figure out what upgrades were needed and what hardware and software was already in place that could continue to be used. Created a proposed configuration diagram to be used for inclusion in the update to the current disaster recovery plan, and created a second version with the costs associated with updating the current configuration to the proposed configuration.
    o Created a spreadsheet of the proposed configuration to be used for inclusion in the update to the current disaster recovery plan that contained specific details of the physical and virtual servers to be set up in the configuration, and created a second version with the costs associated with updating the current configuration to the proposed configuration.

Worked Planned (April 1-April 30)

- KeyLogic will work with client staff to develop documentation in support of BAS, as requested.
- Develop "BAS Bytes" documents, if requested, describing new BAS features or functionality.

Subtask 1.9 - Database Security

Client Actions/Decisions Required

None

Work Performed

- Changed BAS and BAS-related database passwords as required.

Worked Planned (April 1-April 30)

- Maintain BAS database security as necessary.

Subtask 1.10 - BAS System Integration with Other Administrative Systems

Client Actions/Decisions Required
None

Work Performed

- Continued working on BAS-Compass interface issues.
- Continued to monitor the nightly Actuals import process, notifying client of import status and correcting problems when necessary.
- Continued analyzing/modifying the nightly Actuals import process logic as requested.
- Continued analyzing nightly import process to identify potential improvements designed to enhance ease of maintenance and troubleshooting.
- Continued supporting tasks to prepare budget and financial data for required reporting (e.g. Statement of Net Costs, PAR, SF133, etc).

Worked Planned (April 1-April 30)

- Continue working with client staff to resolve any identified issues with the nightly automated FDW-BAS Actuals import process, including issues with source data quality, data query modifications, and translation/transformation logic.
- Continue to load and test the latest ETL code in the EPA production environment as necessary to support modifications to the nightly FDW data import.
- Continue to modify the FY 2013 Actuals import process, as requested.
- Continue analyzing nightly import process to identify potential improvements designed to enhance ease of maintenance and troubleshooting. Begin modifying process as necessary to achieve enhancements goals.
- Continue supporting annual/quarterly tasks to prepare budget and financial data for required reporting (e.g. Statement of Net Costs, PAR, SF133, etc).
- Continue supporting BAS-Compass interface activities.

Task 2: Performance Module System Design, Development and Maintenance

Subtask 2.1 System Specification Review

No activity during the reporting period.

Subtask 2.2 Prepare System Development Life Cycle Development Analyses

No activity during the reporting period.

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Subtask 2.3 System Development

No activity during the reporting period.

Subtask 2.4 System Security and Disaster Recovery

No activity during the reporting period.

Subtask 2.5 Enhancing System Functionality

Client Actions/Decisions Required

None

Work Performed

- Continued discussing and analyzing various requested changes and system issues including;
  - Copied several ACS measures from FY 2012 to FY 2013 that were missing from FY 2013.
- Continued analyzing and discussing ACS/PERS conversion from Strategic Plan 4.0 to Strategic Plan 5.0.
- Continued supporting efforts to query and analyze ACS/PERS data, including development of various data analysis spreadsheets, as requested by EPA.
- Miscellaneous support to PAT contractor on ACS/PERS data issues including;
  - Continued to support dashboard developer with issues in data pull logic.

Worked Planned (April 1-April 30)

- Continue enhancing ACS/PERS functionality and assisting in ACS/PERS data analysis as requested.

Subtask 2.6 Acceptance Testing

Client Actions/Decisions Required

None

Work Performed

None

Worked Planned (April 1-April 30)

- Continue testing ACS/PERS enhancements as necessary.

Subtask 2.7 Training

No activity during the reporting period.

Subtask 2.8 Documentation

Client Actions/Decisions Required
None

Work Performed

- Continued modifications to the ACS/PERS modules users guides, as necessary.

Worked Planned (April 1-April 30)

- Continue efforts to develop and revise system documentation as time and priorities permit.

Task 3: Financial and Other Reporting Requirement Support

Client Actions/Decisions Required

None

Work Performed

- Continued supporting annual/quarterly budget/finance reporting processes and data quality issues including;
  - Provided current crosswalks for resources to client.
  - Diagnosed a crosswalk problem involved K9 program project codes
  - Developed a temporary pl/sql procedure to correct the K9 data for non-Actuals versions. Developed a script to iterate through each resource version in SP 5 in 2012 that had this problem and fix using the procedure.
  - Manually corrected Actuals Data having the K9 issue.
- Continued supporting year-end, quarter-end, and month-end financial reporting, including Statement of Net Cost and Hill Monthly reports.
- Continued supporting OCFO and their other contractors in their efforts to extract data from the ACS/PERS modules in BAS for the purpose of supporting the OCFO reporting dashboard and other reports including;
  - Provided support on an issue with measures not being pulled by a dashboard view. It turned out a hard-coded filter in the dashboard view was excluding those measures.

Worked Planned (April 1-April 30)

- Continue to support budget/finance related reports, as requested by client.
- Continue supporting OCFO and their other contractors in their efforts to extract data from the ACS/PERS modules in BAS for the purpose of supporting the OCFO reporting dashboard and other reports.

Task 4: Data Warehousing Support

Client Actions/Decisions Required

None

Work Performed

None

Worked Planned (April 1-April 30)

- Support OCFO staff as requested.

Task 5: Administrative Database Application Development and Maintenance

Client Actions/Decisions Required

None

Work Performed

- Continued to provide Lotus Notes expertise in support of multiple database applications, including:
  - Lotus Notes Server Migration
    - Received access to start moving databases to DCAOESO1 server.
    - Started moving over some databases to new server.
    - Investigating issue for forcing bookmarks/favorites to go to new server or see redirect page in database.
  - Budget Submission
    - Worked on a number of BS database issues including:
      - Renumbering of tab documents which incorrectly showed up in database.
      - Fixed a problem with tab 11 not merging in the correct order.
      - Made a few additional changes to the CJ Merge macro to accommodate tab 11.
      - Had to update a few additional views to accommodate the addition of tab 11.

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- o Issue with "Not Categorized" showing up. Explained that it was because of no NPM being set on some. Other needed to have refresh documents agent run against them to recalculate some field values.
  - o Found that code to automark for index using concordance file was back in agent and working. Did some local testing and had folks at EPA test opening some of the documents. No issues seem to be happening this time and index is created.
  - o Sent email to Jackye H reminding her how to update the index after merge is run.
- o Hill Highlights Database
  - Looked into an issue with computed fields coming up blank. Issue was related to Daniel Hopkins changing some lookup values and not refreshing the documents after doing so. Sent email to Daniel on how to do this in the future.

Work Planned (April 1-April 30)

- Continue to provide Lotus Notes expertise in support of budget-related applications, as requested, including, but not limited to:
  - o Lotus Notes to MS Office 365 Conversion
    - Continue working with Mike Hanson and/or BAS team to move DCOCFONOTES01 server's databases to a new virtual box.
    - Finish moving all databases to new server.
  - o Migration of notes to SharePoint
    - Planning on migrating a database or two to SharePoint once the environment is ready. Delay is because of EPA at the current time.

Task 6: Hardware/Software/Peripheral Purchases/Installation

Client Actions/Decisions Required

None

Work Performed

- Installed BAS front-end files and ran database scripts on EPA's servers as necessary to implement system modifications.

Worked Planned (April 1-April 30)

- Install BAS front and back end as necessary to implement system revisions.

Task 7: Project Management/Technical Assistance

Client Actions/Decisions Required

None

Work Performed

- Continued supporting EPA staff members, via telephone and on-site, regarding a variety of BAS issues throughout the reporting period including:
  o Continued to update BAS application dlls on BAS, BAS test and Citrix Servers.
    - Continued troubleshooting user's having issue with BAS launching slowly on their laptop.
    - Continued to troubleshoot and research BAS Citrix connectivity issues.
  o Continued to develop the new Citrix server for test area including;
    - Diagnosed several Citrix Performance issues and provided support to Regional users.
    - Continued developing a document for custom login script to redirect desktop within TS session.
    - Continued Piloting XenApp 6.5 to resolve lingering issues once new server is installed.
    - Updated and patched several non EZTech laptops for clients.
- Continued to update OCFO inventory database to accurately show software licenses availability and ownership.
- Continued administering the SQL Server and Oracle databases / applications on OCFO's servers in the Ariel Rios building including;
  o Completed regular maintenance on Server operating systems.
  o Performed miscellaneous server maintenance.
  o Documented vulnerability changes from daily scans.
  o Continued resolving network issue with production Oracle server.
  o Continue assisting end users with BAS, Citrix, and Oracle application issues.
  o Continue design and set up for the new virtual test environment including:
    - Updated the documentation for backup project and submitted a proposal costs.
    - Ordered and installed a new KVM switch for the server room.
    - Continued discussions and preparations for BAS upgrades and Disaster recovery hardware.
    - Installed new hard drives in servers. Created RAID arrays and virtual machine data directories.
    - Completed virtual machine builds, OS installations, and network configuration.
    - Installed Hyper-V host 2 in server room. Requested network access for host and VM's.
    - Installed 11G client, wrote new deployment script, setup share and tested connectivity.
    - Received quotes and began purchase orders for storage infrastructure.

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KeyLogic Systems, Inc.
Project Report March 2013

- Completed several tasks for BAS upgrades.
  - Resolved several Oracle connection issues for local users.
  - Continue working with regional administrators to resolve BAS issues and discuss procedures for upgrades.
- Continued providing routine project management oversight, including developing monthly technical and cost reports.
- Continued meetings with EPA personal regarding the steps that need to be taken to fulfill the requirements for backing up servers in cases of disaster recovery or data and code recovery.

Worked Planned (April 1-April 30)

- In addition to conducting routine project management tasks, KeyLogic will respond to EPA requests for technical assistance as required.
- Continue supporting OCFO/OB's virtualized BAS application using Citrix Xenapp. Will assist with issue research and resolution as necessary.
- Continue administering the SQL Server and Oracle databases / applications on OCFO's servers in the Ariel Rios building.
- Continue providing general technical support to OCFO, as requested

Task 8: Web-Enabling our Current Client-Server Application (Optional)

Client Actions/Decisions Required

Awaiting OCFO response to cloud computing white paper.
Work Performed

- None

Work Planned (April 1-April 30)

- Respond to EPA comments on BAS web-enabling technical approach document as necessary. If requested, meet with EPA to discuss contents of document, perform additional analysis and develop additional documents.
- Respond to any OCFO feedback on the cloud computing white paper for the new budget system.

Project Title: BUDGET SYSTEMS SUPPORT FOR EPA, OCFO
Contract No.: GS-35F-0151L
Task Order No.: EPG12H00434

Date April 10, 2013
KeyLogic Systems, Inc.
Project Report March 2013

PROJECT DELIVERABLES
For the reporting period March 1 – March 31, 2013

Deliverable	Date
Latest CJ Macro, supporting files, and macro output. (mar05 ppfs.zip.allow, cj_macro.docm)	3/5/2013
Latest CJ Macro, supporting files, and macro output. (t11_ord_8v.docx, t11_8v.docx, t11_esp_8v.docx)	3/7/2013
Latest CJ Macro, supporting files, and macro output. (t11_ord_8v.docx, t11_8v.docx, t11_esp_8v.docx)	3/8/2013
February 2013 project status and cost reports. (EPA-CFO_February 13_Status.doc, EPA OCFO BAS cost report – February 2013.xlsx)	3/11/2013
Spreadsheet containing comparison of Program Project Reference range. (FromJan202012ToMar082013.xls)	3/11/2013
Updated "Hill Quarterly" report. (Hill Technical Monthly 3_14_2013.xls)	3/14/2013
BIS macro report output. (State_data.docx)	3/14/2013
Latest CJ Macro, supporting files, and macro output. (Cj_macro.docm)	3/14/2013
Latest "Hill Quarterly" report. (Hill Technical Monthly 3_15_2013.xls)	3/15/2013

BUDGET SYSTEMS SUPPORT FOR EPA OCFO

Project Report April 2013

**CUSTOMER: U.S. Environmental Protection Agency -
Office of the Chief Financial Officer**

Contract No. GS-35F-0151L

Task Order No. EPG12H00434

Submitted By:

**KeyLogic Systems, Inc.
3168 Collins Ferry Road
Morgantown, WV 26505**

Date Submitted:

May 13, 2013

Project Title: BUDGET SYSTEMS SUPPORT FOR EPA, OCFO
Contract No.: GS-35F-0151L
Task Order No.: EPG12H00434

Date May 13, 2013
KeyLogic Systems, Inc.
Project Report April 2013

Task 1: Budget Automation System Design, Development, and Maintenance

Subtask 1.1 System Specifications

No activity during the reporting period.

Subtask 1.2 Prepare System Development Life Cycle Development Analyses

Client Actions/Decisions Required

None

Work Performed

- KeyLogic continued analyzing requirements/problems for BAS, as requested, including;
  o BAS technology upgrade issues/process
  o BAS-Compass interface process.
  o Actuals import process (FDW to BAS).
  o Maintaining/troubleshooting Citrix virtual application solution for BAS.
  o Miscellaneous system enhancement requests

Worked Planned (May 1-May 31)

KeyLogic will continue to analyze BAS issues, including:

- BAS-Compass interface process.
- Supporting Citrix virtual application solution for BAS.
- BAS system performance issues.
- Issues reported by OCFO staff and other BAS users.
- Updates and improvements to the automated data transfer between the FDW/Momentum and BAS, as necessary or requested.
- Other BAS modifications and enhancements, as requested.

Subtask 1.3 System Development

No activity during the reporting period.

Subtask 1.4 System Security and Disaster Recovery

Client Actions/Decisions Required

None

Work Performed

- KeyLogic obtained BAS database backups from EPA for secure storage in KeyLogic's Columbia, MD office.

Worked Planned (May 1-May 31)

- KeyLogic will continue to obtain and store BAS database backups.
- Respond to all EPA requests for security and disaster recovery support.

Subtask 1.5 Enhancing System Functionality

Client Actions/Decisions Required

Need to get more key EPA personnel set up with an icon on their desktop so that they can connect to the BAS test server and test updates prior to implementing in production.

Work Performed

- KeyLogic responded to EPA requests for BAS enhancements, including:
  - Performed analysis of the possible impact on current and historic and modification of the appropriation 'H' title per client request.
  - Modified SVEB All security for OC users, they were able to modify data with View Only access on the screen but still unable to save. Changed it so View Only data is protected in this case.
  - Modified the Transformation Module, on the "ApplyToVersion" function, bad data was not being displayed, it was simply dropped out of the version.
  - Modified rule set 23 in BAS to match the changes on the SQL server side.
  - Fixed an issue with Adhoc reports causing the application to close when Program Order group was selected.
- Continued working on BAS data transformation issues.
- Continued analyzing and discussing the conversion from Strategic Plan 4.0 to Strategic Plan 5.0.
- Continued analyzing and discussing the upgrade to PowerBuilder version 12.5 and Oracle client to 11.2.0.3 including;
  - Continued working on testing and debugging BAS application migrated to PB 12.5, multiple issues fixed and multiple builds done.
  - Continued testing using the test plans developed during the last phase and updated these plans to use the newly developed template as time allowed.
  - Worked on the process of Oracle 11G client installations with EPA Network admin.
  - Meetings on upgrade status and were held with EPA personnel.
  - Installation step documents, configuration documents and diagrams were updated to reflect any changes or additions that came about during this reporting period.
  - Developed draft e-mails and documents that needed to be sent to IT Support, outside users or direct users of BAS informing them of the upcoming update were

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completed.

- o Numerous client installations were done to make sure workstations with various configurations would be installed correctly without interfering with any other installed oracle or system software.
- o BAS Upgrade was completed, all found issues were fixed.

Worked Planned (May 1-May 31)

- Continue enhancing BAS, as requested. Potential enhancements include updates to data entry screens and reports to accommodate changes to strategic and annual performance data reporting processes.
- Continue supporting BAS-Compass interface activities

Subtask 1.6 Acceptance Testing

Client Actions/Decisions Required

None

Work Performed

- KeyLogic continued system testing as system functions were developed or revised. Analysts provided programming staff with the feedback necessary to correct errors discovered during testing procedures.
- FDW to BAS data transformation/transfer processes.

Worked Planned (May 1-May 31)

KeyLogic will continue testing BAS and BAS data transfer/conversion until all identified errors have been resolved and as new system functionality is developed.

Subtask 1.7 Training

Client Actions/Decisions Required

None

Work Performed

- Continued looking at what needs to be updated and preparing to give ACS training to EPA personnel new to the system as well as to update existing users regarding newly added items and reports.

Worked Planned (May 1-May 31)

KeyLogic will work with client staff to develop training documents in support of BAS training, as requested. We will provide on-site support of BAS training sessions at the request of client staff.

Subtask 1.8 Documentation

Client Actions/Decisions Required

None

Work Performed

- Continued supporting BAS on-line help functionality and content.
- Continued updating the BAS user guides as necessary to reflect system functionality modifications. Continued converting the BAS User Guides and the ACS User Guides and various help documents into a PDF format for use on the OCFO website.
- Continued maintaining BAS change control log.
- Continued analyzing and improving/documenting the EPA/BAS Change Request (CR) process.
- Continued reviewing the updated disaster recovery documents from the latest reformatting that was done approximately a year ago and to determine what needs to be updated based on what has changed over the past year including;
  - Continued working on updating the appendices of the current disaster recovery plan to reflect the changes/upgrades in the Oracle database version, the BAS PowerBuilder front end application version and the Oracle Client version.
  - Continued gathering information for the purpose of integrating Lotus Notes and SQL server recovery into the Disaster Recovery plan.
  - Continued working on developing a comprehensive virtualization plan for the BAS database, Citrix application server, the SQL server, and the Notes database application.
  - Continued working on integrating new virtualization plans into the Disaster Recovery plan.
  - Had multiple telecon meetings with EPA personal regarding steps needed to fulfill the requirements for backing up servers in cases of disaster recovery or data and code recovery.
  - Continued updating the diagrams for the current BAS configuration to be used as a starting point and to use to figure out what upgrades were needed and what hardware and software was already in place that could continue to be used. Created a proposed configuration diagram to be used for inclusion in the update to the current disaster recovery plan, and created a second version with the costs associated with updating the current configuration to the proposed configuration.
  - Created a spreadsheet of the proposed configuration to be used for inclusion in the update to the current disaster recovery plan that contained specific details of the physical and virtual servers to be set up in the configuration, and created a second

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version with the costs associated with updating the current configuration to the proposed configuration.

Worked Planned (May 1-May 31)

- KeyLogic will work with client staff to develop documentation in support of BAS, as requested.
- Develop "BAS Bytes" documents, if requested, describing new BAS features or functionality.

Subtask 1.9 - Database Security

Client Actions/Decisions Required

None

Work Performed

- Changed BAS and BAS-related database passwords as required.

Worked Planned (May 1-May 31)

- Maintain BAS database security as necessary.

Subtask 1.10 - BAS System Integration with Other Administrative Systems

Client Actions/Decisions Required

None

Work Performed

- Continued working on BAS-Compass interface issues.
- Continued to monitor the nightly Actuals import process, notifying client of import status and correcting problems when necessary.
- Continued analyzing/modifying the nightly Actuals import process logic as requested.
- Continued analyzing nightly import process to identify potential improvements designed to enhance ease of maintenance and troubleshooting.
- Continued supporting tasks to prepare budget and financial data for required reporting (e.g. Statement of Net Costs, PAR, SF133, etc).

Worked Planned (May 1-May 31)

- Continue working with client staff to resolve any identified issues with the nightly automated FDW-BAS Actuals import process, including issues with source data

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quality, data query modifications, and translation/transformation logic.
- Continue to load and test the latest ETL code in the EPA production environment as necessary to support modifications to the nightly FDW data import.
- Continue to modify the FY 2013 Actuals import process, as requested.
- Continue analyzing nightly import process to identify potential improvements designed to enhance ease of maintenance and troubleshooting. Begin modifying process as necessary to achieve enhancements goals.
- Continue supporting annual/quarterly tasks to prepare budget and financial data for required reporting (e.g. Statement of Net Costs, PAR, SF133, etc).
- Continue supporting BAS-Compass interface activities.

Task 2: Performance Module System Design, Development and Maintenance

Subtask 2.1 System Specification Review

No activity during the reporting period.

Subtask 2.2 Prepare System Development Life Cycle Development Analyses

No activity during the reporting period.

Subtask 2.3 System Development

No activity during the reporting period.

Subtask 2.4 System Security and Disaster Recovery

No activity during the reporting period.

Subtask 2.5 Enhancing System Functionality

Client Actions/Decisions Required

None

Work Performed

- Continued discussing and analyzing various requested changes and system issues including;
  - Modified new ACS Correction screen to make all the columns editable per client's suggestion.
  - Performed analysis of adding/modifying request for Regional Managing Offices (per Daniel Hopkins request).
- Continued analyzing and discussing ACS/PERS conversion from Strategic Plan 4.0 to Strategic Plan 5.0.

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- Continued supporting efforts to query and analyze ACS/PERS data, including development of various data analysis spreadsheets, as requested by EPA.
- Miscellaneous support to PAT contractor on ACS/PERS data issues including;
  - Continued to support dashboard developer with issues in data pull logic.

Worked Planned (May 1-May 31)

- Continue enhancing ACS/PERS functionality and assisting in ACS/PERS data analysis as requested.

Subtask 2.6 Acceptance Testing

Client Actions/Decisions Required

None

Work Performed

None

Worked Planned (May 1-May 31)

- Continue testing ACS/PERS enhancements as necessary.

Subtask 2.7 Training

No activity during the reporting period.

Subtask 2.8 Documentation

Client Actions/Decisions Required
None

Work Performed

- Continued modifications to the ACS/PERS modules users guides, as necessary.

Worked Planned (May 1-May 31)

- Continue efforts to develop and revise system documentation as time and priorities permit.

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Task 3: Financial and Other Reporting Requirement Support

Client Actions/Decisions Required

None

Work Performed

- Continued supporting annual/quarterly budget/finance reporting processes and data quality issues.
- Continued supporting year-end, quarter-end, and month-end financial reporting, including Statement of Net Cost and Hill Monthly reports.
- Continued supporting OCFO and their other contractors in their efforts to extract data from the ACS/PERS modules in BAS for the purpose of supporting the OCFO reporting dashboard and other reports.

Worked Planned (May 1-May 31)

- Continue to support budget/finance related reports, as requested by client.
- Continue supporting OCFO and their other contractors in their efforts to extract data from the ACS/PERS modules in BAS for the purpose of supporting the OCFO reporting dashboard and other reports.

Task 4: Data Warehousing Support

Client Actions/Decisions Required

None

Work Performed

None

Worked Planned (May 1-May 31)

- Support OCFO staff as requested.

Task 5: Administrative Database Application Development and Maintenance

Client Actions/Decisions Required

None

Work Performed

- Continued to provide Lotus Notes expertise in support of multiple database applications, including:

  o General
    - Required to complete workplace security training for EPA.
    - DCOCFONOTES01 server went down and had to be restarted.
  o Lotus Notes Server Migration
    - Continued moving some databases to new server.
    - Still investigating issue for forcing bookmarks/favorites to go to new server or see redirect page in database.
    - Set up Agent Log database on DCAOESO1 after getting Mike Hanson's approval so that KeyLogic developer agents can write their logs to it.
  o Budget Submission
    - Worked on database issues including:
      o Looking into an issue with a few "Folder" documents that were in limbo. Refreshed docs and they were categorized as they should have been.
      o Answered a question about how to generate the index.
  o OB Main Menu
    - Changes to database locations as they are moved over to the new server.
    - Granted Mike Hanson manager level access to database at the request of Ed Walsh.
  o Recertification Database
    - Trying to figure out why users cannot send emails when running a request through the workflow process. This should not have been affected by email migration. Call has been logged with EZTech.
    - Moved all databases over to DCAOESO1 and setup application re-direct to new server.

Work Planned (May 1-May 31)

- Continue to provide Lotus Notes expertise in support of budget-related applications, as requested, including, but not limited to:
  o Lotus Notes to MS Office 365 Conversion
    - Continue working with Mike Hanson and/or BAS team to move DCOCFONOTES01 server's databases to a new virtual box.
    - Finish moving all databases to new server.
  o Migration of notes to SharePoint
    - Planning on migrating a database or two to SharePoint once the environment is ready. Delay is because of EPA at the current time.

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Task 6: Hardware/Software/Peripheral Purchases/Installation

Client Actions/Decisions Required

None

Work Performed

• Installed BAS front-end files and ran database scripts on EPA's servers as necessary to implement system modifications.

Worked Planned (May 1-May 31)

• Install BAS front and back end as necessary to implement system revisions.

Task 7: Project Management/Technical Assistance

Client Actions/Decisions Required

None

Work Performed

• Continued supporting EPA staff members, via telephone and on-site, regarding a variety of BAS issues throughout the reporting period including:
  o Continued to update BAS application dlls on BAS, BAS test and Citrix Servers.
    ▪ Continued troubleshooting users having issue with BAS launching slowly on their laptop.
    ▪ Continued to troubleshoot and research BAS Citrix connectivity issues.
  o Continued to develop the new Citrix server for test area including;
    ▪ Diagnosed several Citrix Performance issues and provided support to Regional users.
    ▪ Continued developing a document for custom login script to redirect desktop within TS session.
    ▪ Continued Piloting XenApp 6.5 to resolve lingering issues once new server is installed.
    ▪ Updated and patched several non EZTech laptops for clients.
• Continued to update OCFO inventory database to accurately show software licenses availability and ownership.
• Continued administering the SQL Server and Oracle databases / applications on OCFO's servers in the Ariel Rios building including;
  o Completed regular maintenance on Server operating systems.
  o Performed miscellaneous server maintenance.
  o Documented vulnerability changes from daily scans.

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- o Continued resolving network issue with production Oracle server.
- o Continue assisting end users with BAS, Citrix, and Oracle application issues.
- o Continue design and set up for the new virtual test environment including:
  - Continue Updating the documentation for backup project
  - Ordered and installed a new KVM switch for the server room.
  - Requested activation of switch ports
  - Requested required scans for new servers.
  - Requested F5 access for BAS DBA users.
  - Reviewed and responded to several security alerts.
  - Continued to receive quotes and began purchase orders for storage infrastructure.
  - Completed several tasks for BAS upgrades.
- o Resolved several Oracle connection issues for local users including;
  - Uninstalling and installing Oracle client on OCFO user's laptop.
- o Continue working with regional administrators to resolve BAS issues and discuss procedures for upgrades.
- Continued providing routine project management oversight, including developing monthly technical and cost reports.
- Continued meetings with EPA personal regarding the steps that need to be taken to fulfill the requirements for backing up servers in cases of disaster recovery or data and code recovery.

Worked Planned (May 1-May 31)

- In addition to conducting routine project management tasks, KeyLogic will respond to EPA requests for technical assistance as required.
- Continue supporting OCFO/OB's virtualized BAS application using Citrix Xenapp. Will assist with issue research and resolution as necessary.
- Continue administering the SQL Server and Oracle databases / applications on OCFO's servers in the Ariel Rios building.
- Continue providing general technical support to OCFO, as requested

Task 8: Web-Enabling our Current Client-Server Application (Optional)

Client Actions/Decisions Required

Awaiting OCFO response to cloud computing white paper.
Work Performed

- None

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Work Planned (May 1-May 31)

- Respond to EPA comments on BAS web-enabling technical approach document as necessary. If requested, meet with EPA to discuss contents of document, perform additional analysis and develop additional documents.
- Respond to any OCFO feedback on the cloud computing white paper for the new budget system.

PROJECT DELIVERABLES
For the reporting period April 1 – April 30, 2013

Deliverable	**Date**
Front-end files containing modifications to the new BAS 12.5 upgrade. Fixed some issues found during testing the new BAS upgrade. (basbuild_040313_downtown_3dlls.zip)	4/3/2013
BIS macro report output. (State-ProgProj.docx, State Highlights BIS macro.zip, ProgProj-State.docx, State PP Highlights macro.zip, State Highlights BIS Macro.zip, State_highlights_output_2012.docx, State_highlights_Output_2013.docx)	4/3/2013
BIS macro report output. (State_ProgProj.docx, State PP Highlights macro.zip, ProgProJ-State.docx)	4/4/2013
Updated BIS macro report output. (State-ProgProj.docx, State Highlights BIS macro.zip, ProgProj-State.docx, State PP Highlights macro.zip, State Highlights BIS Macro.zip, State_highlights_output_2012.docx, State_highlights_Output_2013.docx)	4/4/2013
Change request and supporting documentation for Disaster Recovery Configuration Upgrade. (ProposedDRWSoftwareApril2 2013.pdf, CR_forDisasterRecovery ConfigurationUpgrade.docx, CurrenBASConfiguration.pdf)	4/4/2013
March 2013 project status and cost reports. (EPA-CFO_March 13_Status.doc, EPA OCFO BAS cost report – March 2013.xlsx)	4/9/2013
Front-end files containing modifications to the SVEB all screen to speed Up the loading of the SVEB all screen. (basbuild_041013_bassveb_basmgmt.zip)	4/10/2013
BIS macro report output. (State_highlights_output_2014.docx, State_highlights_output 2013.docx)	4/10/2013
Updated BIS macro report output. (State_highlights_output_2014.docx, State_highlights_output 2013.docx) Front-end files containing modifications to the New BAS 12.5 upgrade.	4/10/2013

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Fix to the Security module disabling OC user's access to the Fund
Transformation selection lists.
(basbuild_041913_bassveb.zip)   4/19/2013

Front-end files containing modifications to the New BAS 12.5 upgrade a
minor fix to the SVEB screen and an update ini file containing the new
password.
(basbuild_042313_bassveb_basjobs_ini.zip)   4/23/2013

Congressional Quarterly, supporting files and macro
output.
(4-29-2013 Congr_Quarterly (with codes).xlsx, 4-29-2013
Congr_Quarterly.xlsx, subappr.sql, appr.sql, pa.sql, pp.sql,
Quarterly Cong Reprogramming Macro.xlsm)   4/29/2013

BUDGET SYSTEMS SUPPORT FOR EPA OCFO

Project Report May 2013

CUSTOMER: U.S. Environmental Protection Agency - Office of the Chief Financial Officer

Contract No. GS-35F-0151L

Task Order No. EPG12H00434

Submitted By:

KeyLogic Systems, Inc.
3168 Collins Ferry Road
Morgantown, WV 26505

Date Submitted:

June 10, 2013

Project Title: BUDGET SYSTEMS SUPPORT FOR EPA, OCFO
Contract No.: GS-35F-0151L
Task Order No.: EPG12H00434

Date June 10, 2013
KeyLogic Systems, Inc.
Project Report May 2013

Task 1: Budget Automation System Design, Development, and Maintenance

Subtask 1.1 System Specifications

No activity during the reporting period.

Subtask 1.2 Prepare System Development Life Cycle Development Analyses

Client Actions/Decisions Required

None

Work Performed

- KeyLogic continued analyzing requirements/problems for BAS, as requested, including;
  - BAS technology upgrade issues/process
  - BAS-Compass interface process.
  - Actuals import process (CDW to BAS).
  - Maintaining/troubleshooting Citrix virtual application solution for BAS.
  - Miscellaneous system enhancement requests

Worked Planned (June 1-June 30)

KeyLogic will continue to analyze BAS issues, including:

- BAS-Compass interface process.
- Supporting Citrix virtual application solution for BAS.
- BAS system performance issues.
- Issues reported by OCFO staff and other BAS users.
- Updates and improvements to the automated data transfer between the CDW/Momentum and BAS, as necessary or requested.
- Other BAS modifications and enhancements, as requested.

Subtask 1.3 System Development

No activity during the reporting period.

Subtask 1.4 System Security and Disaster Recovery

Client Actions/Decisions Required

None

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Date June 10, 2013
KeyLogic Systems, Inc.
Project Report May 2013

Work Performed

- KeyLogic obtained BAS database backups from EPA for secure storage in KeyLogic's Columbia, MD office.

Worked Planned (June 1-June 30)

- KeyLogic will continue to obtain and store BAS database backups.
- Respond to all EPA requests for security and disaster recovery support.

Subtask 1.5 Enhancing System Functionality

Client Actions/Decisions Required

Need to get more key EPA personnel set up with an icon on their desktop so that they can connect to the BAS test server and test updates prior to implementing in production.

Work Performed

- KeyLogic responded to EPA requests for BAS enhancements, including:
  - Modified the Standard reports; when the Version Change is selected, the list of reports are displayed.
  - Modifications were made to the Actuals Correction screen to capture the process when changes are applied.
  - Fix to the Partial Version Copy screen for Exclude Column. Objective is automatically selected along with the goal. When the goal was selected the process would exclude Goals but keep the Objectives.
  - Fixed an issue with "Reset Resources" not functioning when applying the Special Filter function on the Partial Version screen.
  - Fixed an issue with "System Error" displaying on Actuals Correction screen during selected processes. Also, finalized the write_process saving and displaying on the Actuals Correction screen.
  - Fix to the Transformation function adding a check, for at least one step, selected before applying to the version.
  - Discovered and fixed an issue with records with Program/Project codes missing but Development Stage and/or Cost Area present in the Transformation and Import modules.
  - Modified the SVEB screen, eliminated the derivation of BOC "99" in the case of user specified dollar amount but no BOC. The user will be forced to specify BOC in this case.
  - Fix to the Transformation filtering function when selecting fund from pick list.
  - Analyzed an issue with a user having to reset their password every time on login. It was determined the password was manually reset but the invalid attempts count was not. Issue was fixed.
  - Fixed an issue with FY deletion on the ref data creation screen for rpio_act_compass link.

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Task Order No.: EPG12H00434

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- o Analyzed and discussed the options for Historical Data Import and ways to modify the data using BAS. Began analyzing an issue with incorrect data type for bbfy_titl and ebfy_title in historic tables.
  - o Began analyzing old BAS prior to the re-structure of the database in 2003, re-imported the database on the Oracle 10g server to be used to find historical data per clients request.
  - o Began analyzing and discussing the usage of the short title in various BAS modules, specifically base cost and scenario short titles and rpio short title.
- Continued working on BAS data transformation issues.
- Continued analyzing and discussing the completed upgrade to PowerBuilder version 12.5 and Oracle client to 11.2.0.3 including;
  - o Continued working on testing and debugging BAS application migrated to PB 12.5, multiple issues fixed and multiple builds done.
  - o Had a meeting to discuss what is needed to finalize this upgrade.
  - o Spent time trying to validate the outside user list to make sure all the correct contact people are on the list for password change e-mails.
  - o Finalized the installation document for installing the latest Oracle client being used on a standalone machine.
  - o Began work on resetting the development environment at KeyLogic.

Worked Planned (June 1-June 30)

- Continue enhancing BAS, as requested. Potential enhancements include updates to data entry screens and reports to accommodate changes to strategic and annual performance data reporting processes.
- Continue supporting BAS-Compass interface activities

Subtask 1.6 Acceptance Testing

Client Actions/Decisions Required

None

Work Performed

- KeyLogic continued system testing as system functions were developed or revised. Analysts provided programming staff with the feedback necessary to correct errors discovered during testing procedures.
- CDW to BAS data transformation/transfer processes.

Worked Planned (June 1-June 30)

KeyLogic will continue testing BAS and BAS data transfer/conversion until all identified errors have been resolved and as new system functionality is developed.

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Subtask 1.7 Training

Client Actions/Decisions Required

None

Work Performed

- Continued looking at what needs to be updated and preparing to give ACS training to EPA personnel new to the system as well as to update existing users regarding newly added items and reports.

Worked Planned (June 1-June 30)

KeyLogic will work with client staff to develop training documents in support of BAS training, as requested. We will provide on-site support of BAS training sessions at the request of client staff.

Subtask 1.8 Documentation

Client Actions/Decisions Required

None

Work Performed

- Continued supporting BAS on-line help functionality and content.
- Continued updating the BAS user guides as necessary to reflect system functionality modifications. Continued converting the BAS User Guides and the ACS User Guides and various help documents into a PDF format for use on the OCFO website.
- Continued maintaining BAS change control log.
- Continued analyzing and improving/documenting the EPA/BAS Change Request (CR) process.
- Continued reviewing the updated disaster recovery documents from the latest reformatting that was done approximately a year ago to determine what needs to be updated based on what has changed over the past year, including;
    o Continued working on updating the appendices of the current disaster recovery plan to reflect the changes/upgrades in the Oracle database version, the BAS PowerBuilder front end application version and the Oracle Client version.
    o Continued gathering information for the purpose of integrating Lotus Notes and SQL server recovery into the Disaster Recovery plan.
    o Continued working on developing a comprehensive virtualization plan for the BAS database, Citrix application server, the SQL server, and the Notes database application.
    o Continued working on integrating new virtualization plans into the Disaster Recovery plan.

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o Continued telecon meetings with EPA personal regarding steps needed to fulfill the requirements for backing up servers in cases of disaster recovery or data and code recovery.

o Continued updating the diagrams for the current BAS configuration to be used as a starting point and to figure out what upgrades were needed and what hardware and software was already in place that could continue to be used. Created a proposed configuration diagram to be used for inclusion in the update to the current disaster recovery plan, and created a second version with the costs associated with updating the current configuration to the proposed configuration.

Worked Planned (June 1-June 30)

- KeyLogic will work with client staff to develop documentation in support of BAS, as requested.
- Develop "BAS Bytes" documents, if requested, describing new BAS features or functionality.

Subtask 1.9 - Database Security

Client Actions/Decisions Required

None

Work Performed

- Changed BAS and BAS-related database passwords as required.

Worked Planned (June 1-June 30)

- Maintain BAS database security as necessary.

Subtask 1.10 - BAS System Integration with Other Administrative Systems

Client Actions/Decisions Required

None

Work Performed

- Continued working on BAS-Compass interface issues.
- Continued to monitor the nightly Actuals import process, notifying client of import status and correcting problems when necessary including;
  o Provided support to determine the cause of "Double Counting "issue for the nightly import load.

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- o Provided support for null FTE's for data type 'E' on the nightly import load.
- Continued analyzing/modifying the nightly Actuals import process logic as requested.
- Continued analyzing nightly import process to identify potential improvements designed to enhance ease of maintenance and troubleshooting.
- Continued supporting tasks to prepare budget and financial data for required reporting (e.g. Statement of Net Costs, PAR, SF133, etc).

Worked Planned (June 1-June 30)

- Continue working with client staff to resolve any identified issues with the nightly automated CDW-BAS Actuals import process, including issues with source data quality, data query modifications, and translation/transformation logic.
- Continue to load and test the latest ETL code in the EPA production environment as necessary to support modifications to the nightly CDW data import.
- Continue to modify the FY 2013 Actuals import process, as requested.
- Continue analyzing nightly import process to identify potential improvements designed to enhance ease of maintenance and troubleshooting. Begin modifying process as necessary to achieve enhancements goals.
- Continue supporting annual/quarterly tasks to prepare budget and financial data for required reporting (e.g. Statement of Net Costs, PAR, SF133, etc).
- Continue supporting BAS-Compass interface activities.

Task 2: Performance Module System Design, Development and Maintenance

Subtask 2.1 System Specification Review

No activity during the reporting period.

Subtask 2.2 Prepare System Development Life Cycle Development Analyses

No activity during the reporting period.

Subtask 2.3 System Development

No activity during the reporting period.

Subtask 2.4 System Security and Disaster Recovery

No activity during the reporting period.

Subtask 2.5 Enhancing System Functionality

Client Actions/Decisions Required

None

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Work Performed

- Continued discussing and analyzing various requested changes and system issues.
- Continued analyzing and discussing ACS/PERS conversion from Strategic Plan 4.0 to Strategic Plan 5.0.
- Continued supporting efforts to query and analyze ACS/PERS data, including development of various data analysis spreadsheets, as requested by EPA.
- Miscellaneous support to PAT contractor on ACS/PERS data issues including;
  - Continued to support dashboard developer with issues in data pull logic including;
    - Discovered a fault in the transfer process when only one record is being sent. Fix is ongoing.

Worked Planned (June 1-June 30)

- Continue enhancing ACS/PERS functionality and assisting in ACS/PERS data analysis as requested.

Subtask 2.6 Acceptance Testing

Client Actions/Decisions Required

None

Work Performed

None

Worked Planned (June 1-June 30)

- Continue testing ACS/PERS enhancements as necessary.

Subtask 2.7 Training

No activity during the reporting period.

Subtask 2.8 Documentation

Client Actions/Decisions Required
None

Work Performed

- Continued modifications to the ACS/PERS modules users guides, as necessary.

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Worked Planned (June 1-June 30)

- Continue efforts to develop and revise system documentation as time and priorities permit.

Task 3: Financial and Other Reporting Requirement Support

Client Actions/Decisions Required

None

Work Performed

- Continued supporting annual/quarterly budget/finance reporting processes and data quality issues.
- Continued supporting year-end, quarter-end, and month-end financial reporting, including Statement of Net Cost and Hill Monthly reports.
- Continued supporting OCFO and their other contractors in their efforts to extract data from the ACS/PERS modules in BAS for the purpose of supporting the OCFO reporting dashboard and other reports.

Worked Planned (June 1-June 30)

- Continue to support budget/finance related reports, as requested by client.
- Continue supporting OCFO and their other contractors in their efforts to extract data from the ACS/PERS modules in BAS for the purpose of supporting the OCFO reporting dashboard and other reports.

Task 4: Data Warehousing Support

Client Actions/Decisions Required

None

Work Performed

None

Worked Planned (June 1-June 30)

- Support OCFO staff as requested.

Task 5: Administrative Database Application Development and Maintenance

Client Actions/Decisions Required

None

Work Performed

- Continued to provide Lotus Notes expertise in support of multiple database applications, including:
  - Lotus Notes Server Migration
    - Continued moving over more databases to new server.
    - Found a way of forcing bookmarks/favorites to go to new server redirect page in database and began implementing it.
    - Fixed issue with Recertification database where users are unable to send email through the workflow process.
    - Discussed status of moving databases and also what will happen before old server is taken off-line.
  - OB Main Menu
    - Changes to database locations as they are moved over to the new server.
  - Recertification Database
    - Working with Pat Wingfield, able to pinpoint the code that was causing the email process to fail. Believe something was done to EPA user's notes.ini files which caused the code to fail when attempting to open the user's mail database. Put a work-around in place which allows mail to be sent successfully.
    - Worked with Pat to ensure that all functionality of the Recert Database is working.
    - Sent Pat information on how to create a URL link to a lotus notes database since the copy/paste method does not work with MS Outlook.
  - CATD Database (Barbara Freggens)
    - Request from Barbara to fix a few items.
    - Added new set of years to the drop-down list on the Internal Control form.
    - Fixed a problem where a user accidentally marked a corrective action complete that should not have been.
    - Investigated a problem where some folks are stating that they are not being notified of overdue corrective actions. Seems that all code should be working correctly. Waiting on response to questions asked of Barbara.
  - Data Call & Response Database (Derek Chin/Dan Gonzalez)
    - Problem with some data not replicating over to new server when new replica was created. Worked with Derek to get it back on the new server.
    - Problem with some people accessing the new database. It turns out there was a typo in the database name in the OB Main menu database. Fixed typo and users were able to access the database.
  - Xwalk Database
    - Migration process to new server had errors and some data was not copied over. Worked with Jackye to identify and fix the problem.

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Work Planned (June 1-June 30)

- Continue to provide Lotus Notes expertise in support of budget-related applications, as requested, including, but not limited to:
  - Lotus Notes to MS Office 365 Conversion
    - Continue working with Mike Hanson and/or BAS team to move DCOCFONOTES01 server's databases to a new virtual box.
    - Finish moving all databases to new server.
  - New BAS
    - Work on new BAS project.
    - Create SharePoint site for new BAS project.

Task 6: Hardware/Software/Peripheral Purchases/Installation

Client Actions/Decisions Required

None

Work Performed

- Installed BAS front-end files and ran database scripts on EPA's servers as necessary to implement system modifications.

Worked Planned (June 1-June 30)

- Install BAS front and back end as necessary to implement system revisions.

Task 7: Project Management/Technical Assistance

Client Actions/Decisions Required

None

Work Performed

- Continued supporting EPA staff members, via telephone and on-site, regarding a variety of BAS issues throughout the reporting period including:
  - Continued to update BAS application dlls on BAS, BAS test and Citrix Servers.
    - Continued troubleshooting users having issue with BAS launching slowly on their laptop.
    - Continued to troubleshoot and research BAS Citrix connectivity issues.
  - Continued to develop the new Citrix server for test area including;

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- Diagnosed several Citrix Performance issues and provided support to Regional users.
- Continued developing a document for custom login script to redirect desktop within TS session.
- Continued Piloting XenApp 6.5 to resolve lingering issues once new server is installed.
- Updated and patched several non EZTech laptops for clients.
- Continued to update OCFO inventory database to accurately show software licenses availability and ownership.
- Continued administering the SQL Server and Oracle databases / applications on OCFO's servers in the Ariel Rios building including;
  - Completed regular maintenance on Server operating systems.
  - Performed miscellaneous server maintenance.
  - Documented vulnerability changes from daily scans.
  - Continued resolving network issue with production Oracle server.
  - Continue assisting end users with BAS, Citrix, and Oracle application issues.
  - Continue design and set up for the new virtual test environment including:
    - Continued updating the documentation for backup project
    - Continued to review and respond to several security alerts.
    - Continued to receive quotes and began purchase orders for storage infrastructure.
    - Configured and troubleshoot issues with tape backups on new server.
  - Continued resolving several Oracle connection issues for local users
  - Continued working with regional administrators to resolve BAS issues and discuss procedures for upgrades.
- Continued providing routine project management oversight, including developing monthly technical and cost reports.
- Continued meetings with EPA personal regarding the steps that need to be taken to fulfill the requirements for backing up servers in cases of disaster recovery or data and code recovery.

Worked Planned (June 1-June 30)

- In addition to conducting routine project management tasks, KeyLogic will respond to EPA requests for technical assistance as required.
- Continue supporting OCFO/OB's virtualized BAS application using Citrix Xenapp. Will assist with issue research and resolution as necessary.
- Continue administering the SQL Server and Oracle databases / applications on OCFO's servers in the Ariel Rios building.
- Continue providing general technical support to OCFO, as requested

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Task 8: Web-Enabling our Current Client-Server Application (Optional)

Client Actions/Decisions Required

Awaiting OCFO response to cloud computing white paper.
Work Performed

- None

Work Planned (June 1-June 30)

- Respond to EPA comments on BAS web-enabling technical approach document as necessary. If requested, meet with EPA to discuss contents of document, perform additional analysis and develop additional documents.
- Respond to any OCFO feedback on the cloud computing white paper for the new budget system.

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PROJECT DELIVERABLES
For the reporting period May 1 – May 31, 2013

Deliverable	Date
Front-end files containing modifications to the new BAS 12.5 upgrade. Fixed some issues found during testing the new BAS upgrade. (basbuild_050113_basrpts_bascommit_basimport.zip)	5/1/2013
Front-end file containing modification to the import module adding a new "Actuals" correction screen to the import process. (basbuild_050213_basimport.zip)	5/2/2013
Front-end file containing a fix to the Partial Version Copy function when Goal was selected from exclude column it was keeping the Objectives. Modification allows objective to automatically be selected along with the Goal. (basbuild_050913_basmain.zip)	5/9/2013
Front-end files containing modification to the Partial Version screen fixed an Issue with "Reset Resources" with the Special filter function. Fixed an issue with the Actuals correction screen displaying a system error and a "write process" saving and displaying on the screen. (basbuild_051313_basmain_basimport.zip)	5/13/2013
April 2013 project status and cost reports. (EPA-CFO_April 13_Status.doc, EPA OCFO BAS cost report – April 2013.xlsx)	5/13/2013
Front-end files containing modification to the Transformation module adding a check for steps selected before applying to a version. (basbuild_051413_basmain.zip)	5/14/2013
Front-end files containing modifications to SVEB screen eliminating the derivation of BOC'99" when user specifies dollar amount but no BOC. Fixed an issue with filtering after Transformation when using pick lists for funds. Also some minor fixes on the Transformation and import screens. (basbuild_051713_basmain_basimport_bassveb.zip)	5/17/2013
Front-end files containing modifications with the ref data creation function fixing an issue with FY deletion for rpio activity compass link. (basbuild_052413_basmgmt.zip)	5/24/2013

BUDGET SYSTEMS SUPPORT FOR EPA OCFO

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**CUSTOMER: U.S. Environmental Protection Agency -
Office of the Chief Financial Officer**

Contract No. GS-35F-0151L

Task Order No. EPG12H00434

Submitted By:

KeyLogic Systems, Inc.
3168 Collins Ferry Road
Morgantown, WV 26505

Date Submitted:

July 10, 2013

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Task 1: Budget Automation System Design, Development, and Maintenance

Subtask 1.1 System Specifications

No activity during the reporting period.

Subtask 1.2 Prepare System Development Life Cycle Development Analyses

Client Actions/Decisions Required

None

Work Performed

- KeyLogic continued analyzing requirements/problems for BAS, as requested, including;
  - BAS technology upgrade issues/process
  - BAS-Compass interface process.
  - Actuals import process (CDW to BAS).
  - Maintaining/troubleshooting Citrix virtual application solution for BAS.
  - Miscellaneous system enhancement requests

Worked Planned (July 1-July 31)

KeyLogic will continue to analyze BAS issues, including:

- BAS-Compass interface process.
- Supporting Citrix virtual application solution for BAS.
- BAS system performance issues.
- Issues reported by OCFO staff and other BAS users.
- Updates and improvements to the automated data transfer between the CDW/Momentum and BAS, as necessary or requested.
- Other BAS modifications and enhancements, as requested.

Subtask 1.3 System Development

No activity during the reporting period.

Subtask 1.4 System Security and Disaster Recovery

Client Actions/Decisions Required

None

Work Performed

- KeyLogic obtained BAS database backups from EPA for secure storage in KeyLogic's Columbia, MD office.

Worked Planned (July 1-July 31)

- KeyLogic will continue to obtain and store BAS database backups.
- Respond to all EPA requests for security and disaster recovery support.

Subtask 1.5 Enhancing System Functionality

Client Actions/Decisions Required

Need to get more key EPA personnel set up with an icon on their desktop so that they can connect to the BAS test server and test updates prior to implementing in production.

Work Performed

- KeyLogic responded to EPA requests for BAS enhancements, including:
  - Created new Standard Report for Compass Data Verification. Tested and delivered.
  - Modified Adhoc Reports module so 'Official' tag on the Versions Selection screen is replaced with 'Final'. Tested and delivered.
  - Fixed the problem with Adhoc Report dragged and calculated columns reported by users. Tested and delivered.
  - Assisted EPA with running Program Area reports on Reprogramming versions.
  - Created new standard report RPM05-NOA13. Tested and delivered.
  - Fixed Sorting problem on Adhoc PA reports. This was related to migration to PB 12.5, had to rewrite some code. Tested and delivered.
  - Found and fixed additional cases of 'Item did not pass validation' in the loop on some of the ref_data_creation screens. Tested and delivered.
  - Combined Update Info and Update Process standard reports into one report. Tested and delivered.
  - Diagnosed error during Compass Reprogramming upload (versions with RCs).
  - Participated in the testing of the BAS application with the revoked DBA privileges .This step was a requirement from the EPA.
    - Designed scripts to allow for DBA privilege to be revoked from BASAPP schema.
    - Ran and tested scripts to prevent disruptions caused by BASAPP privilege level change.
  - Reconciled the BAS application runtime files delivered and installed on Citrix and File servers in the EPA production environment. The files were updated appropriately.
  - Analyzed BAS security scan requirements point by point (800+ page document). Began developing a comprehensive response so that harmful or unneeded

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recommendations are not implemented.
- o Worked with Oracle support to produce a response to security scan recommendations from EPA OEI.
- Continued working on BAS data transformation issues.
- Began analyzing and discussing various methods of capturing "historical" data, including:
  - o Conducted internal review and analysis of methods of historical data capture.
  - o Instantiated a temporary instance of the old BAS database and application for data analysis.
  - o Conducted analysis of data in the old BAS system, historical data entered in the current BAS structure, and historical data in the archive schema (BAS_HIST) to determine whether overlaps exist.
  - o Conducted several meetings with EPA client to discuss findings and EPA requirements.
  - o Recommended that all historical data be moved into a single source: the archive schema.
  - o Made changes to constraints in current archive schema to allow more flexible entry for historical data.
  - o Data analysis revealed differences in sums for data in both current BAS and historical BAS. Presented findings to client along with cause of discrepancy.
  - o Developed screen for new data entry into archive schema (BAS_HIST).
- Continued analyzing and discussing the completed upgrade to PowerBuilder version 12.5 and Oracle client to 11.2.0.3 including;
  - o Continued working on testing and debugging BAS application migrated to PB 12.5, multiple issues fixed and multiple builds done.
  - o Had a meeting to discuss what is needed to finalize this upgrade.
  - o Finalized the installation document for installing the latest Oracle client being used on a standalone machine.
  - o Continued work on resetting the development environment at KeyLogic.
- Began analyzing and discussing the conversion from Strategic Plan 5.0 to the New Strategic Plan 6.0.
  - o Created a spreadsheet for SP 5.0 current G/O/S/ST structure to be used for the crosswalk. Waiting for the client to get back with the details.
  - o Teleconference with EPA to discuss new strategic plan implementation.
  - o Internal review of processes used to implement strategic plan 5.0 in 2010-2011.

Worked Planned (July 1-July 31)

- Continue enhancing BAS, as requested. Potential enhancements include updates to data entry screens and reports to accommodate changes to strategic and annual performance data reporting processes.
- Continue supporting BAS-Compass interface activities
- Support data crosswalk process for the new SP 6.0 implementation.

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Subtask 1.6 Acceptance Testing

Client Actions/Decisions Required

None

Work Performed

- KeyLogic continued system testing as system functions were developed or revised. Analysts provided programming staff with the feedback necessary to correct errors discovered during testing procedures.
- CDW to BAS data transformation/transfer processes.

Worked Planned (July 1-July 31)

KeyLogic will continue testing BAS and BAS data transfer/conversion until all identified errors have been resolved and as new system functionality is developed.

Subtask 1.7 Training

Client Actions/Decisions Required

None

Work Performed

- Continued looking at what needs to be updated and preparing to give ACS training to EPA personnel new to the system as well as to update existing users regarding newly added items and reports.

Worked Planned (July 1-July 31)

KeyLogic will work with client staff to develop training documents in support of BAS training, as requested. We will provide on-site support of BAS training sessions at the request of client staff.

Subtask 1.8 Documentation

Client Actions/Decisions Required

None

Work Performed

- Continued supporting BAS on-line help functionality and content.
- Continued updating the BAS user guides as necessary to reflect system functionality

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modifications. Continued converting the BAS User Guides and the ACS User Guides and various help documents into a PDF format for use on the OCFO website.

- Continued maintaining BAS change control log.
- Continued analyzing and improving/documenting the EPA/BAS Change Request (CR) process.
- Continued reviewing the updated disaster recovery documents from the latest reformatting that was done approximately a year ago to determine what needs to be updated based on what has changed over the past year, including;
  - Continued working on updating the appendices of the current disaster recovery plan to reflect the changes/upgrades in the Oracle database version, the BAS PowerBuilder front end application version and the Oracle Client version.
  - Continued gathering information for the purpose of integrating Lotus Notes and SQL server recovery into the Disaster Recovery plan.
  - Continued working on developing a comprehensive virtualization plan for the BAS database, Citrix application server, the SQL server, and the Notes database application.
  - Continued working on integrating new virtualization plans into the Disaster Recovery plan.
  - Continued telecon meetings with EPA personal regarding steps needed to fulfill the requirements for backing up servers in cases of disaster recovery or data and code recovery.
  - Had a meeting to discuss all outstanding issues with the disaster recovery implementation.
  - Continued working on installation steps for implementing the disaster recovery upgrade alone with the computer room move that must happen prior to the end of September 2013.
  - Continued updating the diagrams for the current BAS configuration to be used as a starting point and to figure out what upgrades were needed and what hardware and software was already in place that could continue to be used. Created a proposed configuration diagram to be used for inclusion in the update to the current disaster recovery plan, and created a second version with the costs associated with updating the current configuration to the proposed configuration.

Worked Planned (July 1-July 31)

- KeyLogic will work with client staff to develop documentation in support of BAS, as requested.
- Develop "BAS Bytes" documents, if requested, describing new BAS features or functionality.

Subtask 1.9 - Database Security

Client Actions/Decisions Required

None

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Work Performed

- Changed BAS and BAS-related database passwords as required.

Worked Planned (July 1-July 31)

- Maintain BAS database security as necessary.

Subtask 1.10 - BAS System Integration with Other Administrative Systems

Client Actions/Decisions Required

None

Work Performed

- Continued working on BAS-Compass interface issues including;
  o Performed analysis on RPIO activity logic in CRP (Reprogramming) uploads to Compass due to unexpected data discrepancy. Findings were reported to the client.
- Continued to monitor the nightly Actuals import process, notifying client of import status and correcting problems when necessary, including;
  o Found that BAS front-end budget load has had more incremental logic additions than the reprogramming load logic.
  o Designed a method for sharing basic resource coding logic for both.
- Continued analyzing/modifying the nightly Actuals import process logic as requested.
- Continued analyzing nightly import process to identify potential improvements designed to enhance ease of maintenance and troubleshooting.
- Continued supporting tasks to prepare budget and financial data for required reporting (e.g. Statement of Net Costs, PAR, SF133, etc).

Worked Planned (July 1-July 31)

- Continue working with client staff to resolve any identified issues with the nightly automated CDW-BAS Actuals import process, including issues with source data quality, data query modifications, and translation/transformation logic.
- Continue to load and test the latest ETL code in the EPA production environment as necessary to support modifications to the nightly CDW data import.
- Continue to modify the FY 2013 Actuals import process, as requested.
- Continue analyzing nightly import process to identify potential improvements designed to enhance ease of maintenance and troubleshooting. Begin modifying process as necessary to achieve enhancements goals.
- Continue supporting annual/quarterly tasks to prepare budget and financial data for required reporting (e.g. Statement of Net Costs, PAR, SF133, etc).
- Continue supporting BAS-Compass interface activities.

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Task 2: Performance Module System Design, Development and Maintenance

Subtask 2.1 System Specification Review

No activity during the reporting period.

Subtask 2.2 Prepare System Development Life Cycle Development Analyses

No activity during the reporting period.

Subtask 2.3 System Development

No activity during the reporting period.

Subtask 2.4 System Security and Disaster Recovery

No activity during the reporting period.

Subtask 2.5 Enhancing System Functionality

Client Actions/Decisions Required

None

Work Performed

- Continued discussing and analyzing various requested changes and system issues.
- Continued analyzing and discussing ACS/PERS conversion from Strategic Plan 4.0 to Strategic Plan 5.0.
- Continued supporting efforts to query and analyze ACS/PERS data, including development of various data analysis spreadsheets, as requested by EPA.
- Miscellaneous support to PAT contractor on ACS/PERS data issues including;
  - Continued to support dashboard developer with issues in data pull logic including;
    - Discovered a fault in the transfer process when only one record is being sent. Fix is ongoing.
    - OSWER had an anomaly in their data transfer: an attempt to enter a record with an as-of-date same as an existing record. Due to a fault in the import logic, no error was reported. The fault has been removed.
    - Performed data manipulation to get needed records into ACS.

Worked Planned (July 1-July 31)

- Continue enhancing ACS/PERS functionality and assisting in ACS/PERS data analysis as requested.

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- Begin analyzing and discussing ACS/PERS conversion from Strategic Plan 4.0 to Strategic Plan 5.0.

Subtask 2.6 Acceptance Testing

Client Actions/Decisions Required

None

Work Performed

None

Worked Planned (July 1-July 31)

- Continue testing ACS/PERS enhancements as necessary.

Subtask 2.7 Training

No activity during the reporting period.

Subtask 2.8 Documentation

Client Actions/Decisions Required
None

Work Performed

- Continued modifications to the ACS/PERS modules users guides, as necessary.

Worked Planned (July 1-July 31)

- Continue efforts to develop and revise system documentation as time and priorities permit.

Task 3: Financial and Other Reporting Requirement Support

Client Actions/Decisions Required

None

Work Performed

- Continued supporting annual/quarterly budget/finance reporting processes and data quality issues.

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- Continued supporting year-end, quarter-end, and month-end financial reporting, including Statement of Net Cost and Hill Monthly reports.
- Continued supporting OCFO and their other contractors in their efforts to extract data from the ACS/PERS modules in BAS for the purpose of supporting the OCFO reporting dashboard and other reports.

Worked Planned (July 1-July 31)

- Continue to support budget/finance related reports, as requested by client.
    - Complete the FY13 Q3 SNC report.
- Continue supporting OCFO and their other contractors in their efforts to extract data from the ACS/PERS modules in BAS for the purpose of supporting the OCFO reporting dashboard and other reports.

Task 4: Data Warehousing Support

Client Actions/Decisions Required

None

Work Performed

None

Worked Planned (July 1-July 31)

- Support OCFO staff as requested.

Task 5: Administrative Database Application Development and Maintenance

Client Actions/Decisions Required

None

Work Performed

- Continued to provide Lotus Notes expertise in support of multiple database applications, including:
    - Lotus Notes Server Migration
        - Finished moving over databases to new server.
    - OB Main Menu
        - Changes to database locations as they are moved over to the new server.

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- o Recertification Database
  - New archive view for Pat Wingfield and new code to mark specified records as archived for Rescinded Deobs.
  - New code to un-archive rescinded deobs.
  - Additional view and code needed to archive and un-archive SSC Removal Action deobs.
  - Created a new view for Dan Dagley.
  - Answered a question about users accessing the database on the new server for Joe Layman.
- o Training Enrollment DB (Richard Blackman)
  - Answered some access related questions for Richard Blackman. He was trying to get users access to database, but the users did not have a Lotus Notes ID yet.
  - Fixed email issue for sending emails out of the database to users.
- o X-walk Database
  - Migration process to new server had errors and some data was not copied over. Worked with Jackye H to identify and fix the problem.

Work Planned (July 1-July 31)

- Continue to provide Lotus Notes expertise in support of budget-related applications, as requested, including, but not limited to:
  - o Lotus Notes to MS Office 365 Conversion
    - Confirm that DCOCFONOTES01 server is backed up.
    - Support and issues from moving all databases to new server.

Task 6: Hardware/Software/Peripheral Purchases/Installation

Client Actions/Decisions Required

None

Work Performed

- Installed BAS front-end files and ran database scripts on EPA's servers as necessary to implement system modifications.

Worked Planned (July 1-July 31)

- Install BAS front and back end as necessary to implement system revisions.

Task 7: Project Management/Technical Assistance

Client Actions/Decisions Required

None

Work Performed

- Continued supporting EPA staff members, via telephone and on-site, regarding a variety of BAS issues throughout the reporting period including:
  - Continued to update BAS application dlls on BAS, BAS test and Citrix Servers.
    - Continued troubleshooting users having issue with BAS launching slowly on their laptop.
    - Continued to troubleshoot and research BAS Citrix connectivity issues.
  - Continued to develop the new Citrix server for test area including;
    - Diagnosed several Citrix Performance issues and provided support to Regional users.
    - Continued developing a document for custom login script to redirect desktop within TS session.
    - Continued Piloting XenApp 6.5 to resolve lingering issues once new server is installed.
    - Updated and patched several non EZTech laptops for clients.
- Continued to update OCFO inventory database to accurately show software licenses availability and ownership.
- Continued administering the SQL Server and Oracle databases / applications on OCFO's servers in the Ariel Rios building including;
  - Completed regular maintenance on Server operating systems.
  - Performed miscellaneous server maintenance.
  - Documented vulnerability changes from daily scans.
  - Continued resolving network issue with production Oracle server.
  - Continue assisting end users with BAS, Citrix, and Oracle application issues.
  - Continue design and set up for the new virtual test environment including:
    - Continued updating the documentation for backup project.
    - Continued to review and respond to several security alerts.
    - Continued to receive quotes and began purchase orders for storage infrastructure.
    - Configured and troubleshot issues with tape backups on new server.
  - Continued resolving several Oracle connection issues for local users.
  - Continued working with regional administrators to resolve BAS issues and discuss procedures for upgrades.
- Continued providing routine project management oversight, including developing monthly technical and cost reports.
- Continued meetings with EPA personal regarding the steps that need to be taken to fulfill the requirements for backing up servers in cases of disaster recovery or data and code recovery.

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Worked Planned (July 1-July 31)

- In addition to conducting routine project management tasks, KeyLogic will respond to EPA requests for technical assistance as required.
- Continue supporting OCFO/OB's virtualized BAS application using Citrix Xenapp. Will assist with issue research and resolution as necessary.
- Continue administering the SQL Server and Oracle databases / applications on OCFO's servers in the Ariel Rios building.
- Continue providing general technical support to OCFO, as requested

Task 8: Web-Enabling our Current Client-Server Application (Optional)

Client Actions/Decisions Required

- None

Work Performed

- Began planning activities for new web-based BAS application, including:
    - Met with EPA to discuss system requirements refresh and system development approach options
    - Began researching status and technical details of EPA's Sharepoint 365 implementation
    - Began researching details of EPA's Cloud service offering
    - Began outlining a development framework in the KeyLogic environment and investigating software options

Work Planned (July 1-July 31)

- Continue planning activities as outlined above.
- Meet with appropriate EPA staff to acquire necessary technical information to advise EPA on recommended development approach.

PROJECT DELIVERABLES
For the reporting period June 1 – June 30, 2013

Deliverable	**Date**
Front-end files containing fixes to the ref data creation screen for the "Items did not pass validation" error. (basbuild_01013_basmgmt.zip)	6/10/2013
May 2013 project status and cost reports. (EPA-CFO_May 13_Status.doc, EPA OCFO BAS cost report – May 2013.xlsx)	6/10/2013
Front-end files containing a modification to the reports module creating a new standard report for Compass data verification. (basbuild_061213_basrpts.zip)	6/12/2013
Front-end files containing a modification to the Adhoc reports replacing "Official" tag on the version selection screen with "Final". (basbuild_061713_basadhoc.zip)	6/17/2013
Front-end files containing a modification to the reports function adding NPM and program_project titles to the Standard Reprogram info report. (basbuild_061813_basrpts.zip)	6/18/2013
Front-end files containing a fix to the Adhoc reports drag and calculated columns. (basbuild_062013_basadhoc.zip)	6/20/2013
Front-end file containing a modification the reports module minor fix to the Adhoc Program Area reports for a sorting issue. Also, created a new Standard report "RPM05-NOA13". (basbuild_062113_basadhoc_basrpts.dll)	6/21/2013
Front-end files containing a modification to the standard reports combining the Update Info report and Update Process report into one report. (basbuild_062413_basrpts.zip)	6/24/2013
Latest "Hill Technical" report. (Hill Technical Monthly 6_24_2013.xlsx, Hill Monthly Macro.zip)	6/25/2013
Spreadsheet containing the current structure of Strategic Plan 5.0. (gosst_spreadsheet.xls)	6/27/2013

BUDGET SYSTEMS SUPPORT FOR EPA OCFO

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**CUSTOMER: U.S. Environmental Protection Agency -
Office of the Chief Financial Officer**

Contract No. GS-35F-0151L

Task Order No. EPG12H00434

Submitted By:

KEYLOGIC

KeyLogic Systems, Inc.
3168 Collins Ferry Road
Morgantown, WV 26505

Date Submitted:

August 7, 2013

Task 1: Budget Automation System Design, Development, and Maintenance

Subtask 1.1 System Specifications

No activity during the reporting period.

Subtask 1.2 Prepare System Development Life Cycle Development Analyses

Client Actions/Decisions Required

None

Work Performed

- KeyLogic continued analyzing requirements/problems for BAS, as requested, including;
  - o BAS technology upgrade issues/process
  - o BAS-Compass interface process.
  - o Actuals import process (CDW to BAS).
  - o Maintaining/troubleshooting Citrix virtual application solution for BAS.
  - o Miscellaneous system enhancement requests

Worked Planned (August 1-August 31)

KeyLogic will continue to analyze BAS issues, including:

- BAS-Compass interface process.
- Supporting Citrix virtual application solution for BAS.
- BAS system performance issues.
- Issues reported by OCFO staff and other BAS users.
- Updates and improvements to the automated data transfer between the CDW/Momentum and BAS, as necessary or requested.
- Other BAS modifications and enhancements, as requested.

Subtask 1.3 System Development

No activity during the reporting period.

Subtask 1.4 System Security and Disaster Recovery

Client Actions/Decisions Required

None

Work Performed

- KeyLogic obtained BAS database backups from EPA for secure storage in KeyLogic's Columbia, MD office.

Worked Planned (August 1-August 31)

- KeyLogic will continue to obtain and store BAS database backups.
- Respond to all EPA requests for security and disaster recovery support.

Subtask 1.5 Enhancing System Functionality

Client Actions/Decisions Required

Need to get more key EPA personnel set up with an icon on their desktop so that they can connect to the BAS test server and test updates prior to implementing in production.

Work Performed

- KeyLogic responded to EPA requests for BAS enhancements, including:
  - Found and fixed problem with Adhoc Reports printing Version Comments.
  - Assisted users in figuring out an issue with importing files. It was determined that the files contained incorrect Goals and Objectives.
  - Fixed problem with the Planning Tree that was discovered when the new Strategic Plan was created. When creating Strategic Measures in place of Subobjective on the Edit screen there was an Objective displayed. Tested and delivered.
  - New ESP Allocation rules were added to make set 23 consistent with the SQL Server table.
  - Found and fixed problem with dragged columns on the Key Programs Adhoc Reports, when columns were changed to FTE, dollars were still being displayed. Tested and delivered.
  - Provided client support on merging Reprogramming data with Resources.
  - Analyzed results from the EPA security scan of BAS and assisted in formulating a response to specific key points.
  - Continued working with Oracle support to produce a response to security scan recommendations from EPA OEI.
- Continued working on BAS data transformation issues.
- Continued analyzing and discussing various methods of capturing "historical" data.
- Continued analyzing and discussing the completed upgrade to PowerBuilder version 12.5 and Oracle client to 11.2.0.3.
- Began analyzing and discussing the conversion from Strategic Plan 5.0 to the New Strategic Plan 6.0.
  - Multiple drafts of questions sent to EPA on how to proceed with new Strategic Plan implementation and setting priorities.
  - Held multiple planning meetings, both internal and with the EPA, to plan the implementation.

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- o Created strategic plan structure from EPA documents
- o Moved this new strategic plan into production.
- o Created the reference ranged reference data in production for Strategic Plan 6.0.
- o Created Performance Measures spreadsheet with measures from FY 2014/2013 and delivered to EPA.
- o Created and delivered spreadsheets for ACS crosswalking for "NPM created" and "Region created" measures for FY 2014/2013.
- o Analyzed and discussed Pmeasure crosswalk that was sent back by the client. Provided feedback along with issues that were outlined.
- o Developed a batch process to create Resource Versions in the new Strategic plan, to copy the corresponding resource data using the BAS import process, and to set security.
- o Ran batch conversion on fifty resource versions. The batch job created the appropriate new versions, imported resources from the corresponding versions in 5.0 into these new versions.
- o Set version security on old Resources versions so that where a group had "EDIT" access on resources, it now had "VIEW". (Done by batch but noted here for emphasis.)
- o Set security on the new resource versions as they had been in the old Strategic Plan 5.0.
- o Additional single version crosswalking performed per client's requests.
- o Program Area data sets converted from SP 5.0 to SP 6.0.
- o Additional work was done to add Pmeasures that are different from 2013/2014 for previous years (2008-2012) to the crosswalk. Filled in the gaps and the finalized crosswalk was sent to the client for approval.
- o Code was written for FDW download data crosswalking to the new SP, tested at Keylogic. This work is ongoing to allow the crosswalking of the Base Costs and Scenarios.

Worked Planned (August 1-August 31)

- Continue enhancing BAS, as requested. Potential enhancements include updates to data entry screens and reports to accommodate changes to strategic and annual performance data reporting processes.
- Continue supporting BAS-Compass interface activities
- Support data crosswalk process for the new SP 6.0 implementation.

Subtask 1.6 Acceptance Testing

Client Actions/Decisions Required

None

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Work Performed

- KeyLogic continued system testing as system functions were developed or revised. Analysts provided programming staff with the feedback necessary to correct errors discovered during testing procedures.
- CDW to BAS data transformation/transfer processes.

Worked Planned (August 1-August 31)

KeyLogic will continue testing BAS and BAS data transfer/conversion until all identified errors have been resolved and as new system functionality is developed.

Subtask 1.7 Training

Client Actions/Decisions Required

None

Work Performed

- Continued looking at what needs to be updated and preparing to give ACS training to EPA personnel new to the system as well as to update existing users regarding newly added items and reports.

Worked Planned (August 1-August 31)

KeyLogic will work with client staff to develop training documents in support of BAS training, as requested. We will provide on-site support of BAS training sessions at the request of client staff.

Subtask 1.8 Documentation

Client Actions/Decisions Required

None

Work Performed

- Continued supporting BAS on-line help functionality and content.
- Continued updating the BAS user guides as necessary to reflect system functionality modifications. Continued converting the BAS User Guides and the ACS User Guides and various help documents into a PDF format for use on the OCFO website.
- Continued maintaining BAS change control log.
- Continued analyzing and improving/documenting the EPA/BAS Change Request (CR) process.
- Continued reviewing the updated disaster recovery documents from the latest

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reformatting that was done approximately a year ago to determine what needs to be updated based on what has changed over the past year, including;

- o Continued working on updating the appendices of the current disaster recovery plan to reflect the changes/upgrades in the Oracle database version, the BAS PowerBuilder front end application version and the Oracle Client version.
- o Continued gathering information for the purpose of integrating Lotus Notes and SQL server recovery into the Disaster Recovery plan.
- o Continued working on developing a comprehensive virtualization plan for the BAS database, Citrix application server, the SQL server, and the Notes database application.
- o Continued working on integrating new virtualization plans into the Disaster Recovery plan.
- o Continued telecon meetings with EPA personal regarding steps needed to fulfill the requirements for backing up servers in cases of disaster recovery or data and code recovery.
- o Continued meeting to discuss all outstanding issues with the disaster recovery implementation.
- o Continued working on installation steps for implementing the disaster recovery upgrade alone with the computer room move that must happen prior to the end of September 2013.
- o Continued updating the diagrams for the current BAS configuration to be used as a starting point and to figure out what upgrades were needed and what hardware and software was already in place that could continue to be used. Created a proposed configuration diagram to be used for inclusion in the update to the current disaster recovery plan, and created a second version with the costs associated with updating the current configuration to the proposed configuration.

Worked Planned (August 1-August 31)

- KeyLogic will work with client staff to develop documentation in support of BAS, as requested.
- Develop "BAS Bytes" documents, if requested, describing new BAS features or functionality.

Subtask 1.9 - Database Security

Client Actions/Decisions Required
None

Work Performed

- Changed BAS and BAS-related database passwords as required.

Worked Planned (August 1-August 31)

- Maintain BAS database security as necessary.

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Subtask 1.10 - BAS System Integration with Other Administrative Systems

Client Actions/Decisions Required

None

Work Performed

- Continued working on BAS-Compass interface issues including;
  - Reprogramming upload logic was changed to match logic used in Budget uploads. Both now use the table npm_rpio_act_compass as a filter on rpio activity codes being uploaded to Compass.
- Continued to monitor the nightly Actuals import process, notifying client of import status and correcting problems when necessary, including;
  - Diagnosed some errors due to left over grant issues since the "db" privilege was removed from the basapp account.
  - Created some versions for doing imports into for special downloads outside of the overnight import of actuals data.
- Continued analyzing/modifying the nightly Actuals import process logic as requested.
- Continued analyzing nightly import process to identify potential improvements designed to enhance ease of maintenance and troubleshooting.
- Continued supporting tasks to prepare budget and financial data for required reporting (e.g. Statement of Net Costs, PAR, SF133, etc).

Worked Planned (August 1-August 31)

- Continue working with client staff to resolve any identified issues with the nightly automated CDW-BAS Actuals import process, including issues with source data quality, data query modifications, and translation/transformation logic.
- Continue to load and test the latest ETL code in the EPA production environment as necessary to support modifications to the nightly CDW data import.
- Continue to modify the FY 2013 Actuals import process, as requested.
- Continue analyzing nightly import process to identify potential improvements designed to enhance ease of maintenance and troubleshooting. Begin modifying process as necessary to achieve enhancements goals.
- Continue supporting annual/quarterly tasks to prepare budget and financial data for required reporting (e.g. Statement of Net Costs, PAR, SF133, etc).
- Continue supporting BAS-Compass interface activities.

Task 2: Performance Module System Design, Development and Maintenance

Subtask 2.1 System Specification Review

No activity during the reporting period.

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Subtask 2.2 Prepare System Development Life Cycle Development Analyses

No activity during the reporting period.

Subtask 2.3 System Development

No activity during the reporting period.

Subtask 2.4 System Security and Disaster Recovery

No activity during the reporting period.

Subtask 2.5 Enhancing System Functionality

Client Actions/Decisions Required

None

Work Performed

- Continued discussing and analyzing various requested changes and system issues.
- Continued analyzing and discussing ACS/PERS conversion from Strategic Plan 5.0 to Strategic Plan 6.0.including;
    o Developed several spreadsheets for client to be used as a base for crosswalking, waiting for the feedback from client.
- Continued supporting efforts to query and analyze ACS/PERS data, including development of various data analysis spreadsheets, as requested by EPA.
- Provided Client's support on running ACS reports with Filters, examples were provided.
- Miscellaneous support to PAT contractor on ACS/PERS data issues including;
    o Continued to support dashboard developer with issues in data pull logic

Worked Planned (August 1-August 31)

- Continue enhancing ACS/PERS functionality and assisting in ACS/PERS data analysis as requested.
- Continue analyzing and discussing ACS/PERS conversion from Strategic Plan 5.0 to Strategic Plan 6.0.

Subtask 2.6 Acceptance Testing

Client Actions/Decisions Required
None

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Work Performed

None

Worked Planned (August 1-August 31)

- Continue testing ACS/PERS enhancements as necessary.

Subtask 2.7 Training

No activity during the reporting period.

Subtask 2.8 Documentation

Client Actions/Decisions Required
None

Work Performed

- Continued modifications to the ACS/PERS modules users guides, as necessary.

Worked Planned (August 1-August 31)

- Continue efforts to develop and revise system documentation as time and priorities permit.

Task 3: Financial and Other Reporting Requirement Support

Client Actions/Decisions Required

None

Work Performed

- Continued supporting annual/quarterly budget/finance reporting processes and data quality issues.
- Continued supporting year-end, quarter-end, and month-end financial reporting, including Statement of Net Cost and Hill Monthly reports.
  - Completed the FY13 Q3 SNC report.
- Additional view was created for the Congressional Reports Macro and provided support to programmer.
- Continued supporting OCFO and their other contractors in their efforts to extract data from the ACS/PERS modules in BAS for the purpose of supporting the OCFO reporting dashboard and other reports.

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Worked Planned (August 1-August 31)

- Continue to support budget/finance related reports, as requested by client.
- Continue supporting OCFO and their other contractors in their efforts to extract data from the ACS/PERS modules in BAS for the purpose of supporting the OCFO reporting dashboard and other reports.

Task 4: Data Warehousing Support

Client Actions/Decisions Required

None

Work Performed

None

Worked Planned (August 1-August 31)

- Support OCFO staff as requested.

Task 5: Administrative Database Application Development and Maintenance

Client Actions/Decisions Required

None

Work Performed

- Continued to provide Lotus Notes expertise in support of multiple database applications, including:
  - Budget Submission
    - Reviewed schedule for up-and-coming submission.
  - CATD Database (Barbara Freggens)
    - Debugged and corrected a problem with a locked record.
  - Lotus Notes Server Move
    - Discussed lotus notes old server backup and shutdown with Eric Kim.
  - OB Main Menu Database
    - Corrected a problem with Eden Yimam's access to the database and the QFR section.
  - Program/Project Book
    - Corrected a problem with some missing data after the move the new server. Recreated replica from old server.

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- o Recertification Database
  - Answered question from Laurel M. about how to link to a database in a new email system.
  - Answered question from Laurel about how to get the current SQL query.
  - Answered question from Jackye H. about what the current SQL query is.
  - Answered question from Pat W. about emails coming from the database which are now going to the spam folder. Problem with Outlook recognizing emails form notes.
  - Discussed new request form for False Deob Request with Adina. Worked up an estimate for completing the work. Started working on changes and will be completed in August.
- o RPROS – Hill Highlights DB
  - Answered a quick question regarding Eden Yimam's access to the database.
- o SF Special Accounts DB
  - Fixed a problem reported by Amy Vandenburg where some data was missing. This was related to the move from the old server. Recreated the database from the old server to get the data back.

Work Planned (August 1-August 31)

- Continue to provide Lotus Notes expertise in support of budget-related applications, as requested, including, but not limited to:
  - o Budget Submission
    - Support the next budget submission process.
  - o Recertification Database
    - Complete work for False Deob Request form requested by Adina.
  - o Lotus Notes to MS-Office 365 Conversion
    - Confirm that DCOCFONOTES01 server is backed up.
    - Support and issues from moving all databases to new server.

Task 6: Hardware/Software/Peripheral Purchases/Installation

Client Actions/Decisions Required

None

Work Performed

- Installed BAS front-end files and ran database scripts on EPA's servers as necessary to implement system modifications.

Worked Planned (August 1-August 31)

- Install BAS front and back end as necessary to implement system revisions.

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Task 7: Project Management/Technical Assistance

Client Actions/Decisions Required

None

Work Performed

- Continued supporting EPA staff members, via telephone and on-site, regarding a variety of BAS issues throughout the reporting period including:
  - Continued to update BAS application dlls on BAS, BAS test and Citrix Servers.
    - Continued troubleshooting users having issue with BAS launching slowly on their laptop.
    - Continued to troubleshoot and research BAS Citrix connectivity issues.
  - Continued to develop the new Citrix server for test area including;
    - Diagnosed several Citrix Performance issues and provided support to Regional users.
    - Continued developing a document for custom login script to redirect desktop within TS session.
    - Continued Piloting XenApp 6.5 to resolve lingering issues once new server is installed.
    - Updated and patched several non EZTech laptops for clients.
- Continued to update OCFO inventory database to accurately show software licenses availability and ownership.
- Continued administering the SQL Server and Oracle databases / applications on OCFO's servers in the Ariel Rios building including;
  - Continued regular maintenance on Server operating systems.
  - Performed miscellaneous server maintenance.
  - Continued documenting vulnerability changes from daily scans.
  - Continued resolving network issue with production Oracle server.
  - Continue assisting end users with BAS, Citrix, and Oracle application issues.
  - Continue design and set up for the new virtual test environment including:
    - Continued updating the documentation for backup project.
    - Continued to review and respond to several security alerts.
    - Organized discussions for ongoing projects including server room relocation, SAN and backup purchases for in house and disaster recovery site.
    - Configured and troubleshot issues with tape backups on new server.
  - Continued resolving several Oracle connection issues for local users.
  - Continued working with regional administrators to resolve BAS issues and discuss procedures for upgrades.
- Continued providing routine project management oversight, including developing monthly technical and cost reports including;
  - Completed mandatory EPA information security training courses with exams.
- Continued meetings with EPA personal regarding the steps that need to be taken to fulfill the requirements for backing up servers in cases of disaster recovery or data and code recovery.

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Worked Planned (August 1-August 31)

- In addition to conducting routine project management tasks, KeyLogic will respond to EPA requests for technical assistance as required.
- Continue supporting OCFO/OB's virtualized BAS application using Citrix Xenapp. Will assist with issue research and resolution as necessary.
- Continue administering the SQL Server and Oracle databases / applications on OCFO's servers in the Ariel Rios building.
- Continue providing general technical support to OCFO, as requested

Task 8: Web-Enabling our Current Client-Server Application (Optional)

Client Actions/Decisions Required

None

Work Performed

- Continued planning activities for new web-based BAS application, including:
  - Continued meeting with EPA to discuss system requirements refresh and system development approach options
  - Continued researching status and technical details of EPA's Sharepoint 365 implementation
  - Continued researching details of EPA's Cloud service offering
  - Continued outlining a development framework in the KeyLogic environment and investigating software options

Work Planned (August 1-August 31)

- Continue planning activities as outlined above.
- Meet with appropriate EPA staff to acquire necessary technical information to advise EPA on recommended development approach.

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Date August 7, 2013
KeyLogic Systems, Inc.
Project Report July 2013

PROJECT DELIVERABLES
For the reporting period July 1 – July 31, 2013

Deliverable	Date
Spreadsheet containing Performance measures for FY 2013 missing from FY 2014. (pm_2013_not_in_2014.xls)	7/10/2013
June 2013 project status and cost reports. (EPA-CFO_June 13_Status.doc, EPA OCFO BAS cost report – June 2013.xlsx)	7/11/2013
Front-end file containing modification to the Planning Tree functionality (extra zero was displayed when adding a Subobjective to the Planning screen). (basbuild_071613_bastree.zip)	7/16/2013
Spreadsheet containing a list of Strategic Plan 5.0 Resource Versions. (SP5ResourceVersionList.xls)	7/16/2014
Spreadsheet containing ACS x-walked measures for 2014 NPM's, 2014 REG created measure and 2013 measures that were not carried over to 2014. (acs_npm_created_2014, acs_reg_created_2_acs_2014, acs_reg_created 2013_not_in_2013, acs_npm_created_2013_not_in_2014.xlsx)	7/16/2013
Front-end file containing modifications to the basadhoc reports (when FTE's were selected on the dragged columns dollars were being displayed). (basbuild_072213_basadhoc.zip)	7/22/2013
Latest Performance Measure x-walk. (pm_latest_xwalk.xlsx)	7/31/2013

BUDGET SYSTEMS SUPPORT FOR EPA OCFO

Project Report August 2013

**CUSTOMER: U.S. Environmental Protection Agency -
Office of the Chief Financial Officer**

Contract No. GS-35F-0151L

Task Order No. EPG12H00434

Submitted By:

**KeyLogic Systems, Inc.
3168 Collins Ferry Road
Morgantown, WV 26505**

Date Submitted:

September 10, 2013

Project Title: BUDGET SYSTEMS SUPPORT FOR EPA, OCFO
Contract No.: GS-35F-0151L
Task Order No.: EPG12H00434

Date September 10, 2013
KeyLogic Systems, Inc.
Project Report August 2013

Task 1: Budget Automation System Design, Development, and Maintenance

Subtask 1.1 System Specifications

No activity during the reporting period.

Subtask 1.2 Prepare System Development Life Cycle Development Analyses

Client Actions/Decisions Required

None

Work Performed

- KeyLogic continued analyzing requirements/problems for BAS, as requested, including;
  - o BAS technology upgrade issues/process
  - o BAS-Compass interface process.
  - o Actuals import process (CDW to BAS).
  - o Maintaining/troubleshooting Citrix virtual application solution for BAS.
  - o Miscellaneous system enhancement requests

Worked Planned (September 1-September 30)

KeyLogic will continue to analyze BAS issues, including:

- BAS-Compass interface process.
- Supporting Citrix virtual application solution for BAS.
- BAS system performance issues.
- Issues reported by OCFO staff and other BAS users.
- Updates and improvements to the automated data transfer between the CDW/Momentum and BAS, as necessary or requested.
- Other BAS modifications and enhancements, as requested.

Subtask 1.3 System Development

No activity during the reporting period.

Subtask 1.4 System Security and Disaster Recovery

Client Actions/Decisions Required

None

Work Performed

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- KeyLogic obtained BAS database backups from EPA for secure storage in KeyLogic's Columbia, MD office.

Worked Planned (September 1-September 30)

- KeyLogic will continue to obtain and store BAS database backups.
- Respond to all EPA requests for security and disaster recovery support.

Subtask 1.5 Enhancing System Functionality

Client Actions/Decisions Required

Need to get more key EPA personnel set up with an icon on their desktop so that they can connect to the BAS test server and test updates prior to implementing in production.

Work Performed

- KeyLogic responded to EPA requests for BAS enhancements, including:
  - Added a "SaveAs" function to the Ref Data Creation Module. Tested and delivered.
  - Found and fixed issues with hardcoded Strategic Plan in the backend procedures for Transformation and Resources Import.
  - Found and fixed issue with Fund creation on Ref Data Creation module. Triggers on the v$ref_fund_io had to be recreated to fix a problem introduced during the creation of the new Strategic Plan.
  - Restored functionality on Ad Hoc Reports Module to display message to let users know they attempted to combine $ and FTE in math operations on dragged columns. Tested and delivered.
  - Added Strategic Plan to the version display in the Standard Reports Module. Tested and delivered.
  - Assisted users in versions linking for PM reports, and opening/closing the versions for data entry.
  - Figured out and fixed problem with the ESP Allocation rule sets import. Tested and delivered.
  - Modified Filtering for Reprogram Number on Partial Version Screen to reflect the upgraded length of this field in the DB table. Tested and delivered.
  - Assisted users with validation of the ESP Allocation rule sets.
  - Modified Version assignment for PM/ProgProj linking for the current driver in current Strategic Plan.
  - Assisted users with copying Reprogramming Versions with filtering on Reprogramming Number.
  - Continued working with Oracle support to produce a response to security scan recommendations from EPA OEI.
- Continued working on BAS data transformation issues.
- Continued analyzing and discussing various methods of capturing "historical" data.
- Continued analyzing and discussing the completed upgrade to PowerBuilder version

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12.5 and Oracle client to 11.2.0.3.including;
- o Minor support initiated for OPAA user having trouble running performance report macros against the new server.
- Continued analyzing and discussing the conversion from Strategic Plan 5.0 to the New Strategic Plan 6.0.
  - o A new procedure was written, based on the desire to keep the resource change information during the cross walking of resources, to preserve this information during the Strategic Plan copy process.
  - o Documented steps for the changeover to a new strategic plan, including details about how and what data is cross walked to a new strategic plan.
  - o Created a new write process for resources to show that the resource record creation was due to the conversion of a version of data from one strategic plan to a new strategic plan.
  - o Code was written for FDW download data crosswalking to the new strategic plan, tested at KeyLogic. This work is ongoing to allow the crosswalking of the Base Costs and Scenarios including;
    - New code was written for the cross walking of the Base Costs and Scenarios.
    - Shake out and testing of the new code was done and successful test conversions were done in the development database.
    - Performed cross walking and QA in production of the requested Base Costs/Scenarios.

Worked Planned (September 1-September 30)

- Continue enhancing BAS, as requested. Potential enhancements include updates to data entry screens and reports to accommodate changes to strategic and annual performance data reporting processes.
- Continue supporting BAS-Compass interface activities
- Support data crosswalk process for the new SP 6.0 implementation.

Subtask 1.6 Acceptance Testing

Client Actions/Decisions Required

None

Work Performed

- KeyLogic continued system testing as system functions were developed or revised. Analysts provided programming staff with the feedback necessary to correct errors discovered during testing procedures.
- CDW to BAS data transformation/transfer processes.

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Worked Planned (September 1-September 30)

KeyLogic will continue testing BAS and BAS data transfer/conversion until all identified errors have been resolved and as new system functionality is developed.

Subtask 1.7 Training

Client Actions/Decisions Required

None

Work Performed

Continued looking at what needs to be updated and preparing to give ACS training to EPA personnel new to the system as well as to update existing users regarding newly added items and reports.

Worked Planned (September 1-September 30)

KeyLogic will work with client staff to develop training documents in support of BAS training, as requested. We will provide on-site support of BAS training sessions at the request of client staff.

Subtask 1.8 Documentation

Client Actions/Decisions Required

None

Work Performed

- Continued supporting BAS on-line help functionality and content.
- Continued updating the BAS user guides as necessary to reflect system functionality modifications. Continued converting the BAS User Guides and the ACS User Guides and various help documents into a PDF format for use on the OCFO website.
- Continued maintaining BAS change control log.
- Continued analyzing and improving/documenting the EPA/BAS Change Request (CR) process.
- Continued reviewing the updated disaster recovery documents from the latest reformatting that was done approximately a year ago to determine what needs to be updated based on what has changed over the past year, including;
  - Continued working on updating the appendices of the current disaster recovery plan to reflect the changes/upgrades in the Oracle database version, the BAS PowerBuilder front end application version and the Oracle Client version.
  - Continued gathering information for the purpose of integrating Lotus Notes and SQL server recovery into the Disaster Recovery plan.

o Continued working on developing a comprehensive virtualization plan for the BAS database, Citrix application server, the SQL server, and the Notes database application.
o Continued working on integrating new virtualization plans into the Disaster Recovery plan.
o Continued telecon meetings with EPA personal regarding steps needed to fulfill the requirements for backing up servers in cases of disaster recovery or data and code recovery.
o Continued meeting to discuss all outstanding issues with the disaster recovery implementation.
o Continued working on installation steps for implementing the disaster recovery upgrade alone with the computer room move that must happen prior to the end of September 2013.
o Continued updating the diagrams for the current BAS configuration to be used as a starting point and to determine what upgrades were needed and what hardware and software was already in place that could continue to be used. Created a proposed configuration diagram to be used for inclusion in the update to the current disaster recovery plan, and created a second version with the costs associated with updating the current configuration to the proposed configuration.

Worked Planned (September 1-September 30)

- KeyLogic will work with client staff to develop documentation in support of BAS, as requested.
- Develop "BAS Bytes" documents, if requested, describing new BAS features or functionality.

Subtask 1.9 - Database Security

Client Actions/Decisions Required
None

Work Performed

- Changed BAS and BAS-related database passwords as required.

Worked Planned (September 1-September 30)

- Maintain BAS database security as necessary.

Subtask 1.10 - BAS System Integration with Other Administrative Systems

Client Actions/Decisions Required

None

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Work Performed

- Continued working on BAS-Compass interface issues including;
  - Several Budget files for Compass loads were created per client's request due to the inability of the user to find the file that gets created on their workstation during the Compass budget load file creation process.
- Continued to monitor the nightly Actuals import process, notifying client of import status and correcting problems when necessary, including;
  - Assisted in diagnosing a problem with the overnight load having duplicate records problem.
  - Corrected the problem with the v$ref_fund_io view that was introduced during the addition of the new Strategic Plan.
- Continued analyzing/modifying the nightly Actuals import process logic as requested.
- Continued analyzing nightly import process to identify potential improvements designed to enhance ease of maintenance and troubleshooting.
- Continued supporting tasks to prepare budget and financial data for required reporting (e.g. Statement of Net Costs, PAR, SF133, etc).

Worked Planned (September 1-September 30)

- Continue working with client staff to resolve any identified issues with the nightly automated CDW-BAS Actuals import process, including issues with source data quality, data query modifications, and translation/transformation logic.
- Continue to load and test the latest ETL code in the EPA production environment as necessary to support modifications to the nightly CDW data import.
- Continue to modify the FY 2013 Actuals import process, as requested.
- Continue analyzing nightly import process to identify potential improvements designed to enhance ease of maintenance and troubleshooting. Begin modifying process as necessary to achieve enhancements goals.
- Continue supporting annual/quarterly tasks to prepare budget and financial data for required reporting (e.g. Statement of Net Costs, PAR, SF133, etc).
- Continue supporting BAS-Compass interface activities.

Task 2: Performance Module System Design, Development and Maintenance

Subtask 2.1 System Specification Review

No activity during the reporting period.

Subtask 2.2 Prepare System Development Life Cycle Development Analyses

No activity during the reporting period.

Subtask 2.3 System Development

No activity during the reporting period.

Subtask 2.4 System Security and Disaster Recovery

No activity during the reporting period.

Subtask 2.5 Enhancing System Functionality

Client Actions/Decisions Required

None

Work Performed

- Continued discussing and analyzing various requested changes and system issues.
- Continued analyzing and discussing ACS/PERS conversion from Strategic Plan 5.0 to Strategic Plan 6.0.including;
  - 8 year spreadsheets provided to the client as a base for cross walking, waiting for feedback.
  - Performance Measures spreadsheet with measures from FY 2007 to 2014 created and delivered to the client.
  - Analysis and multiple discussions on Pmeasure crosswalk sent back by the OPAA client, problems were outlined and feedback delivered to the client.
  - Multiple issues found on the spreadsheet for PMeasures cross walking sent back by the OPAA client, they were reported to the client.
  - Worked closely with the OPAA client to correct all issues with cross walking PMeasures.
  - 8 versions of Pmeasures and PERS data were cross walked from SP 5.0 to SP 6.0.
  - Set security for PM/PERS on the 5.0 and 6.0 Strategic Plan versions accordingly.
  - PM/PERS data copied forward from 5.0 driver version 2014 PRS 1 into new driver 6.0 2015 OMB 1 and versions linking to the new driver as well as PERS FY/versions linking performed.
  - Second driver in the SP 6.0 identified as 6.0 2013 PRS 1 and linking was done accordingly.
  - Modified 8 year QA report for PM Targets/Actuals in the Standard Reports Module for the SP 6.0 and corresponding drivers/linked versions. Tested and delivered.
  - Updated spreadsheets for ACS conversion with 8 years data created and sent to the OPAA client.
- Continued supporting efforts to query and analyze ACS/PERS data, including development of various data analysis spreadsheets, as requested by EPA including;
  - Support provided to Dominic Nelson on the SQL to get Regional Targets for ACS Measures.

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- Miscellaneous support to PAT contractor on ACS/PERS data issues including;
  - Continued to support dashboard developer with issues in data pull logic

Worked Planned (September 1-September 30)

- Continue enhancing ACS/PERS functionality and assisting in ACS/PERS data analysis as requested.
- Continue analyzing and discussing ACS/PERS conversion from Strategic Plan 5.0 to Strategic Plan 6.0.

Subtask 2.6 Acceptance Testing

Client Actions/Decisions Required

None

Work Performed

None

Worked Planned (September 1-September 30)
- Continue testing ACS/PERS enhancements as necessary.

Subtask 2.7 Training

No activity during the reporting period.

Subtask 2.8 Documentation

Client Actions/Decisions Required

None

Work Performed

- Continued modifications to the ACS/PERS modules users guides, as necessary.

Worked Planned (September 1-September 30)

- Continue efforts to develop and revise system documentation as time and priorities permit.

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Date September 10, 2013
KeyLogic Systems, Inc.
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Task 3: Financial and Other Reporting Requirement Support

Client Actions/Decisions Required

None

Work Performed

- Continued supporting annual/quarterly budget/finance reporting processes and data quality issues.
- Continued supporting year-end, quarter-end, and month-end financial reporting, including Statement of Net Cost and Hill Monthly reports.
- Additional view was created for the Congressional Reports Macro and provided support to programmer.
- Continued supporting OCFO and their other contractors in their efforts to extract data from the ACS/PERS modules in BAS for the purpose of supporting the OCFO reporting dashboard and other reports including;
  o Diagnosed problem with a user not being able to run the macros after the latest client update push. It was determined that the new version of the Oracle client has to be put first in the users workstation path, a CTS tech needs to make the change due to the user not having admin rights to do this

Worked Planned (September 1-September 30)

- Continue to support budget/finance related reports, as requested by client.
- Continue supporting OCFO and their other contractors in their efforts to extract data from the ACS/PERS modules in BAS for the purpose of supporting the OCFO reporting dashboard and other reports.

Task 4: Data Warehousing Support

Client Actions/Decisions Required

None

Work Performed

None

Worked Planned (September 1-September 30)

- Support OCFO staff as requested.

Task 5: Administrative Database Application Development and Maintenance

Client Actions/Decisions Required

None

Work Performed

- Continued to provide Lotus Notes expertise in support of multiple database applications, including:
  - Budget Submission
    - Reviewed lotus notes merge macro for any needed changes.
  - Lotus Notes Conversion to SharePoint
    - Did some additional research on converting lotus notes databases to SharePoint sites. Provided feedback to Jackye H regarding ease (or lack thereof) of doing so.
  - OB Main Menu Database
    - Debugged and fixed an access problem for Gregory Stafford with accessing the QFR section of this database.
  - Program/Project Book
    - Request from Derek Chin to change the "Set NPM Reviewer" and "Set MA Reviewer" buttons on P/P Document form to have Dan Dagley's name included. Also removed Terry Grindstaff's name and Bob Reck's name from the list.
    - Corrected an issue where the lookup for the NPM lists were still hitting the old notes server.
    - Corrected another few issues where lookups for drop-down lists were still going to the old server.
    - Granted Dan Dagley manager access to the OCFO Lookup Code repository used by the P/P database.
    - Debugged an issue with Derek and Dan's notes clients where clicking a link was trying to open the database on the old server since they had bookmarks/icons to it. Deleted the old icons and problem was corrected.
  - Open Commitments DB
- Added FOC column to Expiring Open Commitments DB summary views for Richard Blackman.
  - Recertification Database
    - Looked into an issue where some deobs were not appearing in the database. After some research and help from Jackye H, it was determined that these documents were not supposed to be in the 2013 database because of the BBFY on them.
    - Worked with Adina to add a new button to the request form for False Deobs. The new process allows for false deobs to be put through the workflow and marks the original records as false deobs and puts them in the corresponding archive views.

- Added new "Marked Seen" button for Pat Wingfield and Eden Yimam. Uses new role called OBAdmin to grant access to it. Also added green checkmark column to all request views so that use of the button is easily visible from the request views. This was so that Pat/Eden knows which requests they have reviewed.
  - o RPROS – Data Call & Response DB
    - Debugged an issue with a user not having access to a particular data call. After some investigation, it was determined that the user was clicking on the wrong data call.
    - Looked into a problem with another user having issues accessing a data call that they were assigned. Was told they were in the group assigned to the data call. After looking in the group, it was determined that their user ID was incorrect in the group. Their full lotus notes name was different. Name was corrected and user was able to access the data call successfully.
  - o RPROS – Hill Highlights DB
    - Looked into a problem with duplication of records. Turned out to be a user copy/paste issue. Instructed Dan Gonzalez on how to clean up the duplicates manually.

Work Planned (September 1-September 30)

- Continue to provide Lotus Notes expertise in support of budget-related applications, as requested, including, but not limited to:
  - o Budget Submission
    - Support the next budget submission process.
  - o Recertification Database
    - Start to setup for 2014 and implement any changes required.
  - o Lotus Notes to MS-Office 365 Conversion
    - Assist with testing conversion process using a simple and a complex database.
    - Support and issues from moving all databases to new server.

Task 6: Hardware/Software/Peripheral Purchases/Installation

Client Actions/Decisions Required

None

Work Performed

- Installed BAS front-end files and ran database scripts on EPA's servers as necessary to implement system modifications.

Worked Planned (September 1-September 30)

- Install BAS front and back end as necessary to implement system revisions.

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Task 7: Project Management/Technical Assistance

Client Actions/Decisions Required

None

Work Performed

- Continued supporting EPA staff members, via telephone and on-site, regarding a variety of BAS issues throughout the reporting period including:
  - Continued to update BAS application dlls on BAS, BAS test and Citrix Servers.
    - Continued troubleshooting users having issue with BAS launching slowly on their laptop.
    - Continued to troubleshoot and research BAS Citrix connectivity issues including;
      - Fixed an issue with the Network printer and PDF format.
  - Continued to develop the new Citrix server for test area including;
    - Diagnosed several Citrix Performance issues and provided support to Regional users.
    - Continued developing a document for custom login script to redirect desktop within TS session.
    - Continued Piloting XenApp 6.5 to resolve lingering issues once new server is installed.
    - Updated and patched several non EZTech laptops for clients.
- Continued to update OCFO inventory database to accurately show software licenses availability and ownership.
- Continued administering the SQL Server and Oracle databases / applications on OCFO's servers in the Ariel Rios building including;
  - Continued regular maintenance on Server operating systems.
  - Performed miscellaneous server maintenance.
  - Continued documenting vulnerability changes from daily scans.
  - Continued resolving network issue with production Oracle server.
  - Continue assisting end users with BAS, Citrix, and Oracle application issues.
  - Continue design and set up for the new virtual test environment including:
    - Continued updating the documentation for backup project.
    - Continued to review and respond to several security alerts.
    - Organized discussions for ongoing projects including server room relocation, SAN and backup purchases for in house and disaster recovery site.
    - Configured and troubleshot issues with tape backups on new server.
  - Continued resolving several Oracle connection issues for local users.
  - Continued working with regional administrators to resolve BAS issues and discuss procedures for upgrades.
- Continued providing routine project management oversight, including developing monthly technical and cost reports.

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- Continued meetings with EPA personal regarding the steps that need to be taken to fulfill the requirements for backing up servers in cases of disaster recovery or data and code recovery.

Worked Planned (September 1-September 30)

- In addition to conducting routine project management tasks, KeyLogic will respond to EPA requests for technical assistance as required.
- Continue supporting OCFO/OB's virtualized BAS application using Citrix Xenapp. Will assist with issue research and resolution as necessary.
- Continue administering the SQL Server and Oracle databases / applications on OCFO's servers in the Ariel Rios building.
- Continue providing general technical support to OCFO, as requested

Task 8: Web-Enabling our Current Client-Server Application (Optional)

Client Actions/Decisions Required

None

Work Performed

- Continued planning activities for new web-based BAS application, including:
  o Continued meeting with EPA to discuss system requirements refresh and system development approach options
  o Continued researching status and technical details of EPA's Sharepoint 365 implementation
  o Continued researching details of EPA's Cloud service offering
  o Continued outlining a development framework in the KeyLogic environment and investigating software options

Work Planned (September 1-September 30)

- Continue planning activities as outlined above.
- Meet with appropriate EPA staff to acquire necessary technical information to advise EPA on recommended development approach.

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Date September 10, 2013
KeyLogic Systems, Inc.
Project Report August 2013

PROJECT DELIVERABLES

For the reporting period August 1 – August 31, 2013

Deliverable	Date
Front-end file containing modification to the Ref Data Creation Screen; added "Save As" function to the module. (basbuild_080113_basmgmt.zip)	8/1/2013
Front-end file containing modification to the Adhoc reports functionality; added message to users stating that they are attempting to combine dollars and FTE's in math operations on the dragged columns. (basbuild_080813_basadhoc.zip)	8/8/2013
July 2013 project status and cost reports. (EPA-CFO_July 13_Status.doc, EPA OCFO BAS cost report July 2013.xlsx)	8/13/2013
Front-end file containing modification to the to the Standard report module; added Strategic Plan to the version display on the Standard reports. (basbuild_081412_basrpts.zip)	8/14/2013
CJ Macro performance report and output files. (8 year Perf macro files.zip, t11_8v.docx, t11_ord_8v.docx, T11_esp_8v.docx)	8/16/2013
Front-end files containing modifications to the ESP Allocation function; fixed an issue with importing ESP Allocation rules. (basbuild_082113_basmain.zip)	8/21/2013
Front-end files containing modification to the Standard report function for the 8 year QA report for PM Targets and Actuals for the new Strategic Plan 6.0 and the corresponding drivers and linked versions. (basbuild_082213_basrpts_basmain.zip)	8/22/2013
Front-end file containing modification to the Partial Version Operation Screen; modified the filtering for Reprogramming numbers. Basbuild_082313_basmain.zip)	8/23/2013
Exhibit 53 Report Output. (2013_08_23 Exhibit by UPI and project.pdf)	8/23/2013
Updated Exhibit 53 Report Output. (2013_08_23 Exhibit by UPI and project.pdf)	8/23/2013

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Latest Exhibit 53 Report Output.
(2013_08_23 Exhibit by UPI and project.pdf)   8/23/2013

Latest CJ Macro performance report and output files.
(CJ macro.zip)   8/29/2013

BUDGET SYSTEMS SUPPORT FOR EPA OCFO

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CUSTOMER: U.S. Environmental Protection Agency - Office of the Chief Financial Officer

Contract No. GS-35F-0151L

Task Order No. EPG12H00434

Submitted By:

KeyLogic Systems, Inc.
3168 Collins Ferry Road
Morgantown, WV 26505

Date Submitted:

October 11, 2013

Task 1: Budget Automation System Design, Development, and Maintenance

Subtask 1.1 System Specifications

No activity during the reporting period.

Subtask 1.2 Prepare System Development Life Cycle Development Analyses

Client Actions/Decisions Required

None

Work Performed

- KeyLogic continued analyzing requirements/problems for BAS, as requested, including;
  - BAS technology upgrade issues/process
  - BAS-Compass interface process.
  - Actuals import process (CDW to BAS).
  - Maintaining/troubleshooting Citrix virtual application solution for BAS.
  - Miscellaneous system enhancement requests

Worked Planned (October 1-October 31)

KeyLogic will continue to analyze BAS issues, including:

- BAS-Compass interface process.
- Supporting Citrix virtual application solution for BAS.
- BAS system performance issues.
- Issues reported by OCFO staff and other BAS users.
- Updates and improvements to the automated data transfer between the CDW/Momentum and BAS, as necessary or requested.
- Other BAS modifications and enhancements, as requested.

Subtask 1.3 System Development

No activity during the reporting period.

Subtask 1.4 System Security and Disaster Recovery

Client Actions/Decisions Required

None

Work Performed

- KeyLogic obtained BAS database backups from EPA for secure storage in KeyLogic's Columbia, MD office.

Worked Planned (October 1-October 31)

- KeyLogic will continue to obtain and store BAS database backups.
- Respond to all EPA requests for security and disaster recovery support.

Subtask 1.5 Enhancing System Functionality

Client Actions/Decisions Required

Need to get more key EPA personnel set up with an icon on their desktop so that they can connect to the BAS test server and test updates prior to implementing in production.

Work Performed

- KeyLogic responded to EPA requests for BAS enhancements, including:
  - Copied several SP 5.0 resource versions into SP 6.0.
  - Fixed a problem with Ad hoc reports having a math error using dragged columns with different types of dollars and ftes.
  - Diagnosed why the resource all screen was running slow for some users and not for other users. A workaround was found by re-copying the version, tests were done and some code was re-written but nothing definite was discovered.
  - Key EPA user (Janet Remmers) was getting stopped in her work by unexpected Oracle locks. We were able to kill her session and she was able to continue working by using a re-numbered version.
  - Same user was experiencing very slow response times using the resource edit/browse all screen. We attempted to find a cause in back or front end logic and could not.
  - Diagnosed a potential problem with reprogramming partial as not a problem, but not permitting an operation because it was following a business rule. Updated messages in processes that cause a user not to complete an operation intentionally set up to follow a business rule.
  - Worked on the import of reprogramming data including;
    - Designed process to implement Reprogram Imports in BAS
    - Created reprogram import structures and logic to support structures
    - Import Screen extended to support Reprogram Import module
    - Back end code created.
    - Testing and shakeout begun.
  - Ran Oracle explain plans on screen queries to try to identify a slowness problem.
  - Continued working with Oracle support to produce a response to security scan recommendations from EPA OEI.
- Continued working on BAS data transformation issues.

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- Continued analyzing and discussing various methods of capturing "historical" data.
- Continued analyzing and discussing the completed upgrade to PowerBuilder version 12.5 and Oracle client to 11.2.0.3.including;
    - Continued support for OPAA user having trouble running performance report macros against the new server.
- Continued analyzing and discussing the conversion from Strategic Plan 5.0 to the New Strategic Plan 6.0.including;
    - Completed implementation of an updateable view for the Compass lookup table NPM_RPIO_ACT_COMPASS. Now, it will be possible to copy forward data in this table from the 5.0 strategic plan into 6.0.

Worked Planned (October 1-October 31)

- Continue enhancing BAS, as requested. Potential enhancements include updates to data entry screens and reports to accommodate changes to strategic and annual performance data reporting processes.
- Continue supporting BAS-Compass interface activities
- Support data crosswalk process for the new SP 6.0 implementation.

Subtask 1.6 Acceptance Testing

Client Actions/Decisions Required

None

Work Performed

- KeyLogic continued system testing as system functions were developed or revised. Analysts provided programming staff with the feedback necessary to correct errors discovered during testing procedures.
- CDW to BAS data transformation/transfer processes.

Worked Planned (October 1-October 31)

KeyLogic will continue testing BAS and BAS data transfer/conversion until all identified errors have been resolved and as new system functionality is developed.

Subtask 1.7 Training

Client Actions/Decisions Required

None

Work Performed

Continued looking at what needs to be updated and preparing to give ACS training to

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EPA personnel new to the system as well as to update existing users regarding newly added items and reports.

Worked Planned (October 1-October 31)

KeyLogic will work with client staff to develop training documents in support of BAS training, as requested. We will provide on-site support of BAS training sessions at the request of client staff.

Subtask 1.8 Documentation

Client Actions/Decisions Required

None

Work Performed

- Continued supporting BAS on-line help functionality and content.
- Continued updating the BAS user guides as necessary to reflect system functionality modifications. Continued converting the BAS User Guides and the ACS User Guides and various help documents into a PDF format for use on the OCFO website.
- Continued maintaining BAS change control log.
- Continued analyzing and improving/documenting the EPA/BAS Change Request (CR) process.
- Continued reviewing the updated disaster recovery documents from the latest reformatting that was done approximately a year ago to determine what needs to be updated based on what has changed over the past year, including;
  o Investigated a way to send BAS backups to KeyLogic eliminating the need for sending DVDs to KeyLogic.
  o Worked on the final installation steps for the DR and computer room implementation.
  o Tested the EPA Oracle test server for connectivity and determined that F5 access needed to be set up. The appropriate request was submitted to EPA for access.
  o Continued working on updating the appendices of the current disaster recovery plan to reflect the changes/upgrades in the Oracle database version, the BAS PowerBuilder front end application version and the Oracle Client version.
  o Continued gathering information for the purpose of integrating Lotus Notes and SQL server recovery into the Disaster Recovery plan.
  o Continued working on developing a comprehensive virtualization plan for the BAS database, Citrix application server, the SQL server, and the Notes database application.
  o Continued working on integrating new virtualization plans into the Disaster Recovery plan.
  o Continued telecon meetings with EPA personal regarding steps needed to fulfill the requirements for backing up servers in cases of disaster recovery or data and code recovery.

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- o Continued meeting to discuss all outstanding issues with the disaster recovery implementation.
- o Continued working on installation steps for implementing the disaster recovery upgrade alone with the computer room move that must happen prior to the end of September 2013.
- o Continued updating the diagrams for the current BAS configuration to be used as a starting point and to determine what upgrades were needed and what hardware and software was already in place that could continue to be used. Created a proposed configuration diagram to be used for inclusion in the update to the current disaster recovery plan, and created a second version with the costs associated with updating the current configuration to the proposed configuration.

Worked Planned (October 1-October 31)

- KeyLogic will work with client staff to develop documentation in support of BAS, as requested.
- Develop "BAS Bytes" documents, if requested, describing new BAS features or functionality.

Subtask 1.9 - Database Security

Client Actions/Decisions Required
None

Work Performed

- Changed BAS and BAS-related database passwords as required.

Worked Planned (October 1-October 31)

- Maintain BAS database security as necessary.

Subtask 1.10 - BAS System Integration with Other Administrative Systems

Client Actions/Decisions Required

None

Work Performed

- Continued working on BAS-Compass interface issues including;
  - o Several Budget files for Compass loads were created per client's request due to the inability of the user to find the file that gets created on their workstation during the Compass budget load file creation process.
- Continued to monitor the nightly Actuals import process, notifying client of import status and correcting problems when necessary.

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- Continued analyzing/modifying the nightly Actuals import process logic as requested including;
  - Created new DTS package for FY 2014 and update existing logic for the same.
  - Created new SQL Server job for 2014.
  - Reported all un x-walked records for resolution.
  - Update Enrichment Factors on SQL Server.
  - Created General Rules.
  - Began updating documentation on Start of new fiscal year tasks and getting information from client.
- Continued analyzing nightly import process to identify potential improvements designed to enhance ease of maintenance and troubleshooting.
- Continued supporting tasks to prepare budget and financial data for required reporting (e.g. Statement of Net Costs, PAR, SF133, etc).

Worked Planned (October 1-October 31)

- Continue working with client staff to resolve any identified issues with the nightly automated CDW-BAS Actuals import process, including issues with source data quality, data query modifications, and translation/transformation logic.
- Continue to load and test the latest ETL code in the EPA production environment as necessary to support modifications to the nightly CDW data import.
- Continue to modify the FY 2013 Actuals import process, as requested.
- Continue analyzing nightly import process to identify potential improvements designed to enhance ease of maintenance and troubleshooting. Begin modifying process as necessary to achieve enhancements goals.
- Continue supporting annual/quarterly tasks to prepare budget and financial data for required reporting (e.g. Statement of Net Costs, PAR, SF133, etc).
- Continue supporting BAS-Compass interface activities.

Task 2: Performance Module System Design, Development and Maintenance

Subtask 2.1 System Specification Review

No activity during the reporting period.

Subtask 2.2 Prepare System Development Life Cycle Development Analyses

No activity during the reporting period.

Subtask 2.3 System Development

No activity during the reporting period.

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Subtask 2.4 System Security and Disaster Recovery

No activity during the reporting period.

Subtask 2.5 Enhancing System Functionality

Client Actions/Decisions Required

None

Work Performed

- Continued discussing and analyzing various requested changes and system issues.
- Continued analyzing and discussing ACS/PERS conversion from Strategic Plan 5.0 to Strategic Plan 6.0.including;
  o Continued supporting efforts to query and analyze ACS/PERS data.
  o Time was spent getting an ACS user proper access to the needed data.
- Miscellaneous support to PAT contractor on ACS/PERS data issues including;
  o Continued to support dashboard developer with issues in data pull logic

Worked Planned (October 1-October 31)

- Continue enhancing ACS/PERS functionality and assisting in ACS/PERS data analysis as requested.
- Continue analyzing and discussing ACS/PERS conversion from Strategic Plan 5.0 to Strategic Plan 6.0.

Subtask 2.6 Acceptance Testing

Client Actions/Decisions Required

None

Work Performed

None

Worked Planned (October 1-October 31)

- Continue testing ACS/PERS enhancements as necessary.

Subtask 2.7 Training

No activity during the reporting period.

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Subtask 2.8 Documentation

Client Actions/Decisions Required

None

Work Performed

- Continued modifications to the ACS/PERS modules users guides, as necessary.

Worked Planned (October 1-October 31)

- Continue efforts to develop and revise system documentation as time and priorities permit.

Task 3: Financial and Other Reporting Requirement Support

Client Actions/Decisions Required

None

Work Performed

- Continued supporting annual/quarterly budget/finance reporting processes and data quality issues.
- Continued supporting year-end, quarter-end, and month-end financial reporting, including Statement of Net Cost and Hill Monthly reports.
- Additional view was created for the Congressional Reports Macro.
- Continued supporting OCFO and their other contractors in their efforts to extract data from the ACS/PERS modules in BAS for the purpose of supporting the OCFO reporting dashboard and other reports including;
    - Assisted in setting up data for macro reports and setting up the correct versions of data needed for the report. Using program area data.
    - Assisted in figuring out why the macro allocation reports were not matching BAS reports. Updated logic was sent to Michele who assisted in solving the problem.
    - Assisted a BAS user of the macro reports in getting properly set up with the new oracle client since the latest client push. Client install steps were finalized and sent to EPA It Support.

Worked Planned (October 1-October 31)

- Continue to support budget/finance related reports, as requested by client.
- Continue supporting OCFO and their other contractors in their efforts to extract data from the ACS/PERS modules in BAS for the purpose of supporting the OCFO reporting dashboard and other reports.

Task 4: Data Warehousing Support

Client Actions/Decisions Required

None

Work Performed

None

Worked Planned (October 1-October 31)

- Support OCFO staff as requested.

Task 5: Administrative Database Application Development and Maintenance

Client Actions/Decisions Required

None

Work Performed

- Continued to provide Lotus Notes expertise in support of multiple database applications, including:
  o Budget Submission

Work Planned (October 1-October 31)

  o Continue to provide Lotus Notes expertise in support of budget-related applications, as requested, including, but not limited to:
  o BAS
    - Updated passwords for all databases which connect to oracle to pull data.
  o Budget Submission
    - Supported merge process and made changes as necessary.
    - Supported 8 year table macro in Michelle's absence.
    - Debugged issues with fonts and layouts in merged document.
  o OB Main Menu Database
    - Assisted some users with accessing databases that have moved to the new server. Directed them to click the link on the OB Main Menu.
  o Open Commitments DB
    - Added a second run during the day at the request of Richard Blackman.
    - Answered some questions about accessing the database now that it has moved to the new server.

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- o Recertification Database
    - Added "By BFY" views to the summary view section of the database per Richard Blackman's request.
    - Added "By BFY" views to the archive view section of the database per Richard Blackman's request.
    - Added a column to display a checkmark that is set by Pat and/or clicking a button. Checkmark allows them to quickly see that a request has been seen by them already.
    - Created 2014 Recertification Database.

Work Planned (October 1-October 31)

- Continue to provide Lotus Notes expertise in support of budget-related applications, as requested, including, but not limited to:
    - o Recertification Database
        - Start to setup for 2014 and implement any changes required.
    - o Lotus Notes to MS-Office 365 Conversion
        - Assist with testing conversion process using a simple and a complex database.
        - Support and issues from moving all databases to new server.

Task 6: Hardware/Software/Peripheral Purchases/Installation

Client Actions/Decisions Required

None

Work Performed

- Installed BAS front-end files and ran database scripts on EPA's servers as necessary to implement system modifications.

Worked Planned (October 1-October 31)

- Install BAS front and back end as necessary to implement system revisions.

Task 7: Project Management/Technical Assistance

Client Actions/Decisions Required

None

Work Performed

- Continued supporting EPA staff members, via telephone and on-site, regarding a variety of BAS issues throughout the reporting period including:

- o Continued to update BAS application dlls on BAS, BAS test and Citrix Servers.
  - Continued troubleshooting users having issue with BAS launching slowly on their laptop.
  - Continued to troubleshoot and research BAS Citrix connectivity issues including;
    - o Added pdf printing to Citrix server and resolved printer outage.
- o Continued to develop the new Citrix server for test area including;
  - Diagnosed several Citrix Performance issues and provided support to Regional users.
  - Continued developing a document for custom login script to redirect desktop within TS session.
  - Continued Piloting XenApp 6.5 to resolve lingering issues once new server is installed.
  - Updated and patched several non EZTech laptops for clients.
- Continued to update OCFO inventory database to accurately show software licenses availability and ownership.
- Continued administering the SQL Server and Oracle databases / applications on OCFO's servers in the Ariel Rios building including;
  - o Continued regular maintenance on Server operating systems.
  - o Performed miscellaneous server maintenance.
  - o Continued documenting vulnerability changes from daily scans.
  - o Continued resolving network issue with production Oracle server.
  - o Continue assisting end users with BAS, Citrix, and Oracle application issues.
  - o Continue design and set up for the new virtual test environment including:
    - Continued updating the documentation for backup project.
    - Continued to review and respond to several security alerts.
    - Continued discussions for ongoing projects including server room relocation, SAN and backup purchases for in house and disaster recovery site.
    - Configured and troubleshot issues with tape backups on new server.
  - o Continued resolving several Oracle connection issues for local users.
  - o Continued working with regional administrators to resolve BAS issues and discuss procedures for upgrades.
- Continued providing routine project management oversight, including developing monthly technical and cost reports.
- Continued meetings with EPA personal regarding the steps that need to be taken to fulfill the requirements for backing up servers in cases of disaster recovery or data and code recovery.

Worked Planned (October 1-October 31)

- In addition to conducting routine project management tasks, KeyLogic will respond to EPA requests for technical assistance as required.
- Continue supporting OCFO/OB's virtualized BAS application using Citrix Xenapp. Will assist with issue research and resolution as necessary.

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- Continue administering the SQL Server and Oracle databases / applications on OCFO's servers in the Ariel Rios building.
- Continue providing general technical support to OCFO, as requested

Task 8: Web-Enabling our Current Client-Server Application (Optional)

Client Actions/Decisions Required

None

Work Performed

- Continued planning activities for new web-based BAS application, including:
  o Held numerous internal meetings to explore design options for the new system
  o Continued researching status and technical details of EPA's Sharepoint 365 implementation
  o Continued researching details of EPA's Cloud service offering
  o Continued outlining a development framework in the KeyLogic environment and investigating software options

Work Planned (October 1-October 31)

- Continue planning activities as outlined above and begin system development activities.
- Meet with appropriate EPA staff to acquire necessary technical information to advise EPA on recommended development approach.

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PROJECT DELIVERABLES
For the reporting period September 1 – September 30, 2013

Deliverable	Date
Front-end files containing modifications to the Ad hoc reports. The dragged column function was causing a math error using different types of dollars and ftes. (basbuild_090613_basadhoc.zip)	9/6/2013
August 2013 project status and cost reports. (EPA-CFO_August_2013_Status.doc, EPA OCFO BAS cost report August 2013.xlsx)	9/10/2013
Updated Front-end files containing modifications to the Ad hoc reports. The dragged column function was causing a math error using different types of dollars and ftes. (basbuild_091113_basadhoc.zip)	9/11/2013
Front-end file containing modification to the Partial Version Operations fixed a display message when trying to merge an ACT version into OPP version which is not permitted. (basbuild_092613_basmain.zip)	9/26/2013

BUDGET SYSTEMS SUPPORT FOR EPA OCFO

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**CUSTOMER: U.S. Environmental Protection Agency -
Office of the Chief Financial Officer**

Contract No. GS-35F-0151L

Task Order No. EPG12H00434

Submitted By:

KEYLOGIC

**KeyLogic Systems, Inc.
3168 Collins Ferry Road
Morgantown, WV 26505**

Date Submitted:

November 8, 2013

Task 1: Budget Automation System Design, Development, and Maintenance

Subtask 1.1 System Specifications

No activity during the reporting period.

Subtask 1.2 Prepare System Development Life Cycle Development Analyses

Client Actions/Decisions Required

None

Work Performed (October 1- October 31)

KeyLogic continued analyzing requirements/problems for BAS, as requested, including;
- BAS technology upgrade issues/process
- BAS-Compass interface process.
- Actuals import process (CDW to BAS).
- Maintaining/troubleshooting Citrix virtual application solution for BAS.
- Miscellaneous system enhancement requests

Worked Planned (November 1- November 30)

KeyLogic will continue to analyze BAS issues, including:

- BAS-Compass interface process.
- Supporting Citrix virtual application solution for BAS.
- BAS system performance issues.
- Issues reported by OCFO staff and other BAS users.
- Updates and improvements to the automated data transfer between the CDW/Momentum and BAS, as necessary or requested.
- Other BAS modifications and enhancements, as requested.

Subtask 1.3 System Development

No activity during the reporting period.

Subtask 1.4 System Security and Disaster Recovery

Client Actions/Decisions Required

None

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Work Performed (October 1- October 31)

- KeyLogic obtained BAS database backups from EPA for secure storage in KeyLogic's Columbia, MD office.

Worked Planned (November 1- November 30)

- KeyLogic will continue to obtain and store BAS database backups.
- Respond to all EPA requests for security and disaster recovery support.

Subtask 1.5 Enhancing System Functionality

Client Actions/Decisions Required

Need to get more key EPA personnel set up with an icon on their desktop so that they can connect to the BAS test server and test updates prior to implementing in production.

Work Performed (October 1- October 31)

- KeyLogic responded to EPA requests for BAS enhancements, including:
  - Fixed problem with NPM RPIO Activity Compass screen disabling the Insert function.
  - Assisted users with copying data from OPP version into ACT version (one data type).
  - Assisted users with Header creation for Raw Payroll Data as well diagnosing problem with data still being populated for old Strategic Plan.
  - Spent time updating some back end assertion messages that pop up when an action that goes against a business rule is attempted. Previous messages were confusing and not clear to the user whether the reported error was a user error or an actual unexpected fault in the application.
- Continued analyzing and discussing the import of reprogramming data including;
  - Added functions to save Reprogramming data (one Reprogramming Number data as well as all Reprogramming version data) into files formatted for the new Import Reprogramming Utility function.
  - Found issue on the Import screen when resetting of the options had a sequential problem.
  - Fixed problem with Reprogramming Data Entry Screen; when Fund was selected the application crashed.
  - Diagnosed an unexpected issue caused by loss of DBA privilege for user BASAPP: had to grant unlimited quota on the BAS table spaces to user BAS. This problem arose during tests of the new Reprogram Import module.
  - Reprogramming Import incorporated into BAS Import Utility, tested and delivered.
- Continued working on BAS data transformation issues.
- Continued analyzing and discussing various methods of capturing "historical" data.
- Continued analyzing and discussing the completed upgrade to PowerBuilder version

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12.5 and Oracle client to 11.2.0.3.including;
- o Continued support for OPAA user having trouble running performance report macros against the new server.
- o Assisted user in a standalone Oracle client install.
- o Reviewed the standalone client install instructions to be posted to the EPA intranet. Waiting on input from the client as to if these instructions should be updated or completely removed from the EPA site.
- Continued analyzing and discussing the conversion from Strategic Plan 5.0 to the new Strategic Plan 6.0.including:
  - o Completed enhancement of the NPM_RPIO_ACT_COMPASS updateable view to support multiple Strategic Plans.
  - o NPM Rpio Activity Data for Compass copied from 5.0 into 6.0.
  - o Continued working on Strategic Plan conversion steps and describing what backend code is used and listing all backend objects that get used for this process.

Worked Planned (November 1- November 30)

- Continue enhancing BAS, as requested. Potential enhancements include updates to data entry screens and reports to accommodate changes to strategic and annual performance data reporting processes.
- Continue supporting BAS-Compass interface activities
- Support data crosswalk process for the new SP 6.0 implementation.

Subtask 1.6 Acceptance Testing

Client Actions/Decisions Required

None

Work Performed (October 1- October 31)

- KeyLogic continued system testing as system functions were developed or revised. Analysts provided programming staff with the feedback necessary to correct errors discovered during testing procedures.
- CDW to BAS data transformation/transfer processes.

Worked Planned (November 1- November 30)

KeyLogic will continue testing BAS and BAS data transfer/conversion until all identified errors have been resolved and as new system functionality is developed.

Subtask 1.7 Training

Client Actions/Decisions Required

None

Work Performed (October 1- October 31)

Continued looking at what needs to be updated and preparing to give ACS training to EPA personnel new to the system as well as to update existing users regarding newly added items and reports.

Worked Planned (November 1- November 30)

KeyLogic will work with client staff to develop training documents in support of BAS training, as requested. We will provide on-site support of BAS training sessions at the request of client staff.

Subtask 1.8 Documentation

Client Actions/Decisions Required

None

Work Performed (October 1- October 31)

- Continued supporting BAS on-line help functionality and content.
- Continued updating the BAS user guides as necessary to reflect system functionality modifications. Continued converting the BAS User Guides and the ACS User Guides and various help documents into a PDF format for use on the OCFO website including:
  o Created a document for the new data import process for Reprogramming.
- Continued maintaining BAS change control log.
- Continued analyzing and improving/documenting the EPA/BAS Change Request (CR) process.
  o Continued reviewing the updated disaster recovery documents from the latest reformatting that was done approximately a year ago to determine what needs to be updated based on what has changed over the past year, including;
  o Continued investigating a way to send BAS backups to KeyLogic eliminating the need for sending DVDs to KeyLogic.
  o Continued working on updating the appendices of the current disaster recovery plan to reflect the changes/upgrades in the Oracle database version, the BAS PowerBuilder front end application version and the Oracle Client version.
  o Continued gathering information for the purpose of integrating Lotus Notes and SQL server recovery into the Disaster Recovery plan.
  o Continued working on developing a comprehensive virtualization plan for the BAS database, Citrix application server, the SQL server, and the Notes database application.
  o Continued working on integrating new virtualization plans into the Disaster Recovery plan.
  o Continued telecon meetings with EPA personal regarding steps needed to fulfill

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the requirements for backing up servers in cases of disaster recovery or data and code recovery.
  - o Continued meeting to discuss all outstanding issues with the disaster recovery implementation.
  - o Continued working on installation steps for implementing the disaster recovery upgrade along with the computer room move that must happen prior to the end of September 2013.
  - o Continued updating the diagrams for the current BAS configuration to be used as a starting point and to determine what upgrades were needed and what hardware and software was already in place that could continue to be used. Created a proposed configuration diagram to be used for inclusion in the update to the current disaster recovery plan, and created a second version with the costs associated with updating the current configuration to the proposed configuration.

Worked Planned (November 1- November 30)

- KeyLogic will work with client staff to develop documentation in support of BAS, as requested.
- Develop "BAS Bytes" documents, if requested, describing new BAS features or functionality.

Subtask 1.9 - Database Security

Client Actions/Decisions Required
None

Work Performed (October 1- October 31)

- Changed BAS and BAS-related database passwords as required.

Worked Planned (November 1- November 30)

- Maintain BAS database security as necessary.

Subtask 1.10 - BAS System Integration with Other Administrative Systems

Client Actions/Decisions Required

None

Work Performed (October 1- October 31)

- Continued working on BAS-Compass interface issues including;
  - o Fixed an issue with NPM RPIO Activity data for Compass.
- Continued to monitor the nightly Actuals import process, notifying client of import status and correcting problems when necessary.

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- Continued analyzing/modifying the nightly Actuals import process logic as requested.
- Continued analyzing nightly import process to identify potential improvements designed to enhance ease of maintenance and troubleshooting.
- Continued supporting tasks to prepare budget and financial data for required reporting (e.g. Statement of Net Costs, PAR, SF133, etc).

Worked Planned (November 1- November 30)

- Continue working with client staff to resolve any identified issues with the nightly automated CDW-BAS Actuals import process, including issues with source data quality, data query modifications, and translation/transformation logic.
- Continue to load and test the latest ETL code in the EPA production environment as necessary to support modifications to the nightly CDW data import.
- Continue to modify the FY 2013 Actuals import process, as requested, and prepare to convert to FY 2014 data import.
- Continue analyzing nightly import process to identify potential improvements designed to enhance ease of maintenance and troubleshooting. Begin modifying process as necessary to achieve enhancements goals.
- Continue supporting annual/quarterly tasks to prepare budget and financial data for required reporting (e.g. Statement of Net Costs, PAR, SF133, etc).
- Continue supporting BAS-Compass interface activities.

Task 2: Performance Module System Design, Development and Maintenance

Subtask 2.1 System Specification Review

No activity during the reporting period.

Subtask 2.2 Prepare System Development Life Cycle Development Analyses

No activity during the reporting period.

Subtask 2.3 System Development

No activity during the reporting period.

Subtask 2.4 System Security and Disaster Recovery

No activity during the reporting period.

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Subtask 2.5 Enhancing System Functionality

Client Actions/Decisions Required

None

Work Performed (October 1- October 31)

- Discussed and analyzed various requested changes and system issues.
- Continued analyzing and discussing ACS/PERS conversion from Strategic Plan 5.0 to Strategic Plan 6.0, including;
  - Analyzed and assisted users in resolving Citrix printing problem with ACS reports.
  - Created spreadsheets in preparation for crosswalking ACS data from SP 5.0 to 6.0.
- Miscellaneous support to PAT contractor on ACS/PERS data issues including;
  - Continued to support dashboard developer with issues in data pull logic

Worked Planned (November 1- November 30)

- Continue enhancing ACS/PERS functionality and assisting in ACS/PERS data analysis as requested.
- Continue analyzing and discussing ACS/PERS conversion from Strategic Plan 5.0 to Strategic Plan 6.0.

Subtask 2.6 Acceptance Testing

Client Actions/Decisions Required

None

Work Performed (October 1- October 31)

None

Worked Planned (November 1- November 30)

- Continue testing ACS/PERS enhancements as necessary.

Subtask 2.7 Training

No activity during the reporting period.

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Subtask 2.8 Documentation

Client Actions/Decisions Required

None

Work Performed (October 1- October 31)

- Continued modifications to the ACS/PERS modules users guides, as necessary.

Worked Planned (November 1- November 30)

- Continue efforts to develop and revise system documentation as time and priorities permit.

Task 3: Financial and Other Reporting Requirement Support

Client Actions/Decisions Required

None

Work Performed (October 1- October 31)

- Continued supporting annual/quarterly budget/finance reporting processes and data quality issues including;
  - Provided support for PCBBAS table load as the data was going to the old Strategic Plan.
- Continued supporting year-end, quarter-end, and month-end financial reporting, including Statement of Net Cost and Hill Monthly reports.
- Additional view was created for the Congressional Reports Macro.
- Continued supporting OCFO and their other contractors in their efforts to extract data from the ACS/PERS modules in BAS for the purpose of supporting the OCFO reporting dashboard and other reports including;

Worked Planned (November 1- November 30)

- Continue to support budget/finance related reports, as requested by client.
- Continue supporting OCFO and their other contractors in their efforts to extract data from the ACS/PERS modules in BAS for the purpose of supporting the OCFO reporting dashboard and other reports.

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Task 4: Data Warehousing Support

Client Actions/Decisions Required

None

Work Performed (October 1- October 31)

None

Worked Planned (November 1- November 30)

- Support OCFO staff as requested.

Task 5: Administrative Database Application Development and Maintenance

Client Actions/Decisions Required

None

Work Performed (October 1- October 31)

- Continued to provide Lotus Notes expertise in support of multiple database applications, including:
  - Budget Submission
    - Set up project analyst to look at changes needed to prior CJ or OMB runs that will fix some downstream formatting issues.
    - Researched which documents would need updates to avoid that downstream formatting.
    - Looked into issue where header formatting was being dropped in macro. Doing this to avoid problems in future runs.
  - Questions for the Record
    - Respond to request for addition of HEDC QFR data export. After estimate of work effort, it was decided that it can wait.
  - Open Commitments DB
    - Question about setting up 2014 Commitment Database. This was followed by some confusion about if the database in question was the recertification DB or not.
    - Answered question on how to setup commitment database, and offered to help with changes to DBProfile setup.
  - Recertification Database
    - Added 2014 Recertification Database to OB Main Menu.
    - Setup 2014 TEST Recertification Database at the request of Pat Wingfield.

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Work Planned (November 1- November 30)

- Continue to provide Lotus Notes expertise in support of budget-related applications, as requested, including, but not limited to:
  - Recertification Database
    - Start to setup for 2014 and implement any changes required.
  - Lotus Notes to MS-Office 365 Conversion
    - Assist with testing conversion process using a simple and a complex database.
    - Support and issues from moving all databases to new server.

Task 6: Hardware/Software/Peripheral Purchases/Installation

Client Actions/Decisions Required

None

Work Performed (October 1- October 31)

- Installed BAS front-end files and ran database scripts on EPA's servers as necessary to implement system modifications.

Worked Planned (November 1- November 30)

- Install BAS front and back end as necessary to implement system revisions.

Task 7: Project Management/Technical Assistance

Client Actions/Decisions Required

None

Work Performed (October 1- October 31)

- Continued supporting EPA staff members, via telephone and on-site, regarding a variety of BAS issues throughout the reporting period including:
  - Continued to update BAS application dlls on BAS, BAS test and Citrix Servers.
    - Continued troubleshooting users having issue with BAS launching slowly on their laptop.
    - Continued to troubleshoot and research BAS Citrix connectivity issues including;
      - Added pdf printing to Citrix server and resolved printer outage.
  - Continued to develop the new Citrix server for test area including;
    - Diagnosed several Citrix Performance issues and provided support to Regional users.

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- Continued developing a document for custom login script to redirect desktop within TS session.
    - Continued Piloting XenApp 6.5 to resolve lingering issues once new server is installed.
    - Updated and patched several non EZTech laptops for clients.
    - Configured a new laptop for client.
- Continued to update OCFO inventory database to accurately show software licenses availability and ownership.
- Continued administering the SQL Server and Oracle databases / applications on OCFO's servers in the Ariel Rios building including;
    - Provided support with the Shutdown of Servers during the government's temporary shutdown process.
    - Continued regular maintenance on Server operating systems.
    - Performed miscellaneous server maintenance.
    - Continued documenting vulnerability changes from daily scans.
    - Continued resolving network issue with production Oracle server.
    - Continue assisting end users with BAS, Citrix, and Oracle application issues.
    - Continue design and set up for the new virtual test environment including:
        - Continued updating the documentation for backup project.
        - Continued to review and respond to several security alerts.
        - Continued discussions for ongoing projects including server room relocation, SAN and backup purchases for in house and disaster recovery site.
        - Configured and troubleshot issues with tape backups on new server.
    - Continued resolving several Oracle connection issues for local users.
    - Continued working with regional administrators to resolve BAS issues and discuss procedures for upgrades.
- Continued providing routine project management oversight, including developing monthly technical and cost reports.
- Continued meetings with EPA personnel regarding the steps that need to be taken to fulfill the requirements for backing up servers in cases of disaster recovery or data and code recovery.

Worked Planned (November 1- November 30)

- In addition to conducting routine project management tasks, KeyLogic will respond to EPA requests for technical assistance as required.
- Continue supporting OCFO/OB's virtualized BAS application using Citrix Xenapp. Will assist with issue research and resolution as necessary.
- Continue administering the SQL Server and Oracle databases / applications on OCFO's servers in the Ariel Rios building.
- Continue providing general technical support to OCFO, as requested

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Task 8: Web-Enabling our Current Client-Server Application (Optional)

Client Actions/Decisions Required

None

Work Performed (October 1- October 31)

- Continued planning activities for new web-based BAS application, including:
    - Continued internal meetings to explore design options for the new system.
    - Continued researching status and technical details of EPA's Sharepoint 365 implementation.
    - Continued researching details of EPA's Cloud service offering.
    - Continued outlining a development framework in the KeyLogic environment and investigating software options.
    - Conducted numerous meetings and discussions about DB structure.
    - Analyzed how BAS functions work including Resources data entry screens and Security Module, and updated the security model, to provide a clearer understanding of how security works and created a data example to show how the data looks in tables for one version and 3 groups.
    - Created a standards document that detailed backend coding standards currently used in creating database objects and writing SQL statements.

Work Planned (November 1- November 30)

- Continue planning activities as outlined above and begin system development activities.
- Meet with appropriate EPA staff to acquire necessary technical information to advise EPA on recommended development approach.

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Deliverable	Date
September 2013 project status and cost reports. (EPA-CFO_September_2013_Status.doc, EPA OCFO BAS cost report September 2013.xlsx)	10/11/2013
Front-end files containing modifications to the Ref Data Creation module Fixed the problem with NPM RPIO Activity by disabling the Insert function. (basbuild_092013_basmgmt.zip)	10/20/2013
Updated Front-end files containing modifications to the Ref Data Creation module fixed the problem with NPM RPIO Activity by disabling the Insert function. (basbuild_102213_basmgmt.zip)	10/22/2013
Front-end files containing new functionality for the data import module Importing Reprograms. (basbuild_102413_basimport.zip)	10/24/2013
Front-end files containing modifications to the Reprogramming import and Reprogramming data entry screen enabling save files in the Import format. (basbuild_102713_basimport_basreprog.zip)	10/27/2013
Front-end files containing modifications to Reprogramming data entry screen. When selecting fund added the ability to Export the whole Reprogram version into a file from Reprogram data entry screen and the export of each Reprogram Number. (basbuild_103013_basreprog.zip)	10/30/2013

BUDGET SYSTEMS SUPPORT FOR EPA OCFO

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**CUSTOMER: U.S. Environmental Protection Agency -
Office of the Chief Financial Officer**

Contract No. GS-35F-0151L

Task Order No. EPG12H00434

Submitted By:

KEYLOGIC

**KeyLogic Systems, Inc.
3168 Collins Ferry Road
Morgantown, WV 26505**

Date Submitted:

December 11, 2013

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Task 1: Budget Automation System Design, Development, and Maintenance

Subtask 1.1 System Specifications

No activity during the reporting period.

Subtask 1.2 Prepare System Development Life Cycle Development Analyses

Client Actions/Decisions Required

None

Work Performed (November 1st- November 30th)

KeyLogic continued analyzing requirements/problems for BAS, as requested, including;
- BAS technology upgrade issues/process
- BAS-Compass interface process.
- Actuals import process (CDW to BAS).
- Maintaining/troubleshooting Citrix virtual application solution for BAS.
- Miscellaneous system enhancement requests

Worked Planned (December 1st- December 31st)

KeyLogic will continue to analyze BAS issues, including:
- BAS-Compass interface process.
- Supporting Citrix virtual application solution for BAS.
- BAS system performance issues.
- Issues reported by OCFO staff and other BAS users.
- Updates and improvements to the automated data transfer between the CDW/Momentum and BAS, as necessary or requested.
- Other BAS modifications and enhancements, as requested.

Subtask 1.3 System Development

No activity during the reporting period.

Subtask 1.4 System Security and Disaster Recovery

Client Actions/Decisions Required

None

Work Performed (November 1st – November 30th)

- Continued updating the configuration diagram for controlling the backup process.

- Created an installation step spreadsheet to document all items and upgrades

    o Updated about 75% of the items on the installation step spreadsheet which included the upgrade of Host 1 to Windows 2012, installation of the SAN at HQ, setup of several in-house backup processes and upgrade of the DR Host.

Worked Planned (December 1st- December 31st)

- KeyLogic will continue to obtain and store BAS database backups.
- Respond to all EPA requests for security and disaster recovery support.

Subtask 1.5 Enhancing System Functionality

Client Actions/Decisions Required

Need to get more key EPA personnel set up with an icon on their desktop so that they can connect to the BAS test server and test updates prior to implementing in production.

Work Performed (November 1st – November 30th)

- KeyLogic responded to EPA requests for BAS enhancements, including:
    o Fixed problem with NPM users' inability to select RPIO Activity from the dropdown.
    o Spent time diagnosing and explaining to users an issue with additional records showing on the Adhoc Grid Report.
    o Modified Version Selection Screen for the Import Module to display title specific to the Import Process being performed.
    o Provided support to the client in creating, copying and verifying Rule Sets for the ESP Allocations.
    o Did multiple version copy operations and reset resource dollars and FTE's to zero per user request.
    o Added separate option to save as Excel – defaulted to Excel 8 to fix cutting off reprogramming Purpose text. On Budget Compass Loads Screen, made changes to saving the file to Excel to save dollars and FTE as numbers, level 7 only.
    o Fixed an issue found while testing Adhoc grid reports – the column header for dragged column with no math operations was displayed incorrectly.
    o Fixed the alignment problems with Standard Resource Update Report.
- Continued analyzing and discussing the import of reprogramming data including;
    o Added Standard Report RPM06 for displaying user/date/process for Reprogramming and incorporated it into Standard Reports Module.
    o Created CR for tracking report of the user/date/process for Reprogramming.
    o Added 'Approve All' function to the Reprogramming data entry screen.

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- o Helped diagnose a problem with Reprogramming Merge with Special Filter set for Reprogram Number.
- o Added write process field to Reprogramming; changed reprogramming screen and import packages to support new field and modified views to add it.
- o Assisted in diagnosing a connection problem to the database with the BAS front end.
- o Disabled partial version copy of reprogramming versions.
- o Fixed the Reprogram Import to allow 3 decimals for resources. Also, the reprogram number was not working within the special filter function for reprogram merges; this problem was corrected in the backend code.
- Continued working on BAS data transformation issues.
- Continued analyzing and discussing various methods of capturing "historical" data.
- Continued analyzing and discussing the completed upgrade to PowerBuilder version 12.5 and Oracle client to 11.2.0.3.including;
  - o Continued support for OPAA user having trouble running performance report macros against the new server remotely.
  - o Reviewed the standalone client install instructions to be posted to the EPA intranet. Waiting on input from the client as to if these instructions should be updated or completely removed from the EPA site.
- Continued analyzing and discussing the conversion from Strategic Plan 5.0 to the new Strategic Plan 6.0.including:
  - o Completed enhancement of the NPM_RPIO_ACT_COMPASS updateable view to support multiple Strategic Plans.
  - o NPM RPIO Activity Data for Compass copied from 5.0 into 6.0.
  - o Continued working on Strategic Plan conversion steps and describing what backend code is used and listing all backend objects that get used for this process.

Worked Planned (December 1st- December 31st)

- Continue enhancing BAS, as requested. Potential enhancements include updates to data entry screens and reports to accommodate changes to strategic and annual performance data reporting processes.
- Continue supporting BAS-Compass interface activities
- Support data crosswalk process for the new SP 6.0 implementation.

Subtask 1.6 Acceptance Testing

Client Actions/Decisions Required

None

Work Performed (November 1st – November 30th)

- KeyLogic continued system testing as system functions were developed or revised. Analysts provided programming staff with the feedback necessary to correct errors discovered during testing procedures.

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- CDW to BAS data transformation/transfer processes.

Worked Planned (December 1st- December 31st)

KeyLogic will continue testing BAS and BAS data transfer/conversion until all identified errors have been resolved and as new system functionality is developed.

Subtask 1.7 Training

Client Actions/Decisions Required

None

Work Performed (November 1st – November 30th)

Continued looking at what needs to be updated and preparing to give ACS training to EPA personnel new to the system as well as to update existing users regarding newly added items and reports.

Worked Planned (December 1st- December 31st)

KeyLogic will work with client staff to develop training documents in support of BAS training, as requested. We will provide on-site support of BAS training sessions at the request of client staff.

Subtask 1.8 Documentation

Client Actions/Decisions Required

None

Work Performed (November 1st – November 30th)

- Continued supporting BAS on-line help functionality and content.
- Continued updating the BAS user guides as necessary to reflect system functionality modifications. Continued supporting conversion of the BAS User Guides and the ACS User Guides and various help documents into a PDF format for use on the OCFO website including:
  o Continued work on updating the documentation for new BAS functionality.
- Continued maintaining BAS change control log.
- Continued analyzing and improving/documenting the EPA/BAS Change Request (CR) process.
  o Continued reviewing the updated disaster recovery documents from the latest reformatting that was done approximately a year ago to determine what needs to be updated based on what has changed over the past year, including;

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- Continued investigating a way to send BAS backups to KeyLogic eliminating the need for sending DVDs to KeyLogic.
- Continued working on updating the appendices of the current disaster recovery plan to reflect the changes/upgrades in the Oracle database version, the BAS PowerBuilder front end application version and the Oracle Client version.
- Continued gathering information for the purpose of integrating Lotus Notes and SQL server recovery into the Disaster Recovery plan.
- Continued working on developing a comprehensive virtualization plan for the BAS database, Citrix application server, the SQL server, and the Notes database application.
- Continued working on integrating new virtualization plans into the Disaster Recovery plan.
- Continued telecon meetings with EPA personal regarding steps needed to fulfill the requirements for backing up servers in cases of disaster recovery or data and code recovery.
- Continued meeting to discuss all outstanding issues with the disaster recovery implementation.
- Continued updating the diagrams for the current BAS configuration to be used as a starting point and to determine what upgrades were needed and what hardware and software was already in place that could continue to be used.

Worked Planned (December 1st- December 31st)

- KeyLogic will work with client staff to develop documentation in support of BAS, as requested.
- Develop "BAS Bytes" documents, if requested, describing new BAS features or functionality.

Subtask 1.9 - Database Security

Client Actions/Decisions Required
None

Work Performed (November 1st – November 30th)

- Changed BAS and BAS-related database passwords as required.

Worked Planned (December 1st- December 31st)

- Maintain BAS database security as necessary.

Subtask 1.10 - BAS System Integration with Other Administrative Systems

Client Actions/Decisions Required

None

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Work Performed (November 1st – November 30th)

- Continued working on BAS-Compass interface issues including;
  - Modified reprogram upload logic for ORG_CAT to match the Budget Upload.
  - Began work on finding out why certain reprogrammings fail.
- Continued to monitor the nightly Actuals import process, notifying client of import status and correcting problems when necessary.
- Continued analyzing/modifying the nightly Actuals import process logic as requested.
- Continued to modify the FY 2013 Actuals import process, as requested, in support of end-of-year processes and converting to FY 2014 data import.
- Continued analyzing nightly import process to identify potential improvements designed to enhance ease of maintenance and troubleshooting.
- Continued supporting tasks to prepare budget and financial data for required reporting (e.g. Statement of Net Costs, PAR, SF133, etc).

Worked Planned (December 1st- December 31st)

- Continue working with client staff to resolve any identified issues with the nightly automated CDW-BAS Actuals import process, including issues with source data quality, data query modifications, and translation/transformation logic.
- Continue to load and test the latest ETL code in the EPA production environment as necessary to support modifications to the nightly CDW data import.
- Continue to modify the FY 2013 Actuals import process, as requested, in support of end-of-year processes and convert to FY 2014 data import.
- Continue analyzing nightly import process to identify potential improvements designed to enhance ease of maintenance and troubleshooting. Begin modifying process as necessary to achieve enhancements goals.
- Continue supporting annual/quarterly tasks to prepare budget and financial data for required reporting (e.g. Statement of Net Costs, PAR, SF133, etc).
- Continue supporting BAS-Compass interface activities.

Task 2: Performance Module System Design, Development and Maintenance

Subtask 2.1 System Specification Review

No activity during the reporting period.

Subtask 2.2 Prepare System Development Life Cycle Development Analyses

No activity during the reporting period.

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Subtask 2.3 System Development

No activity during the reporting period.

Subtask 2.4 System Security and Disaster Recovery
No activity during the reporting period.

Subtask 2.5 Enhancing System Functionality

Client Actions/Decisions Required

None

Work Performed (November 1st – November 30th)

- Discussed and analyzed various requested changes and system issues.
  - Diagnosed an issue with ACS Imports: statuses marked as "expired" are being imported.
  - Restored an accidentally deleted measure using the data recovery process from the Disaster Recovery plan. The recovery included shareholders, bids, and results/statuses attached to the measure.
- Continued analyzing and discussing ACS/PERS conversion from Strategic Plan 5.0 to Strategic Plan 6.0, including;
  - Performed versions copy from SP 5.0 to SP 6.0 per clients' request.
  - SP 5.0-6.0 ACS data crosswalk spreadsheet received from EPA, analyzed and questions/issues reported back to the client.
  - Created and populated the ACS xwalk table in BAS.
- Miscellaneous support to PAT contractors on ACS/PERS data issues including;
  - Diagnosing why certain measures were not appearing in reports. Users are confused when measures without results are in PERS.

Worked Planned (December 1st- December 31st)

- Continue enhancing ACS/PERS functionality and assisting in ACS/PERS data analysis as requested.
- Continue analyzing and discussing ACS/PERS conversion from Strategic Plan 5.0 to Strategic Plan 6.0.

Subtask 2.6 Acceptance Testing

Client Actions/Decisions Required

None

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Work Performed (November 1st – November 30th)

None

Worked Planned (December 1st- December 31st)

- Continue testing ACS/PERS enhancements as necessary.

Subtask 2.7 Training

No activity during the reporting period.

Subtask 2.8 Documentation

Client Actions/Decisions Required

None

Work Performed (November 1st – November 30th)

- Continued modifications to the ACS/PERS modules users guides, as necessary.

Worked Planned (December 1st- December 31st)

- Continue efforts to develop and revise system documentation as time and priorities permit.

Task 3: Financial and Other Reporting Requirement Support

Client Actions/Decisions Required

None

Work Performed (November 1st – November 30th)

- Continued supporting annual/quarterly budget/finance reporting processes and data quality issues including;
  - o Provided support for PCBBAS table load as the data was going to the old Strategic Plan.
- Continued supporting year-end, quarter-end, and month-end financial reporting, including Statement of Net Cost and Hill Monthly reports.
- Additional view was created for the Congressional Reports Macro.
- Continued supporting OCFO and their other contractors in their efforts to extract data from the ACS/PERS modules in BAS for the purpose of supporting the OCFO reporting dashboard and other reports as requested.

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Worked Planned (December 1st- December 31st)

- Continue to support budget/finance related reports, as requested by client.
- Continue supporting OCFO and their other contractors in their efforts to extract data from the ACS/PERS modules in BAS for the purpose of supporting the OCFO reporting dashboard and other reports.

Task 4: Data Warehousing Support

Client Actions/Decisions Required

None

Work Performed (November 1st – November 30th)

None

Worked Planned (December 1st- December 31st)

- Support OCFO staff as requested.

Task 5: Administrative Database Application Development and Maintenance

Client Actions/Decisions Required

- None

Work Performed (November 1st – November 30th)

- Continued to provide Lotus Notes expertise in support of multiple database applications, including:
  - General
    - Completed EZ Mail Records tool training.
    - Completed "Working Effectively with Tribal Governments" training.
    - Wrote descriptions for both the Budget Submission DB and the Recertification DB for submission to SharePoint demo selection folks.
  - CURD Database
    - Answered questions about a user who appeared to be trying to access the database on the old server which no longer exists.
  - Budget Submission
    - Assisted client with answering a questionnaire about a virtual demo of the database. Demo was to show functionality that will need to be converted over to SharePoint.

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- Hill Highlights Database (RPROS)
  - Estimated work effort for new feature where documents would be detached from selected records in the database rather than all records.
  - Programmed code changes, tested and migrated changes to production.
  - Sent email to Dan Gonzalez explaining changes and how to use the new feature.
- Open Commitments DB
  - Updated password for compass connection.
- Recertification Database
  - Updated password for compass connection in all copies.

Work Planned (December 1st – December 31st)

- Continue to provide Lotus Notes expertise in support of budget-related applications, as requested, including, but not limited to:
  - Recertification Database
    - Setup for 2014 and implement any changes required.
  - Lotus Notes to MS-Office 365 Conversion
    - Assist with testing conversion process using a simple and a complex database.
    - Support and issues from moving all databases to new server.

Task 6: Hardware/Software/Peripheral Purchases/Installation

Client Actions/Decisions Required

None

Work Performed (November 1st – November 30th)

- Installed BAS front-end files and ran database scripts on EPA's servers as necessary to implement system modifications.

Worked Planned (December 1st- December 31st)

- Install BAS front and back end as necessary to implement system revisions.

Task 7: Project Management/Technical Assistance

Client Actions/Decisions Required
None
Work Performed (November 1st – November 30th)

- Continued providing routine project management oversight, including developing monthly technical and cost reports.

- Continued supporting EPA staff members, via telephone and on-site, regarding a variety of BAS issues throughout the reporting period including:
  - Continued to troubleshoot and research Oracle thick client and BAS Citrix connectivity issues.
- Continued work on updating patches on various laptops assigned to BAS users which included running utility tools to increase performance.
- Continued administering the SQL server and Oracle databases/applications on OCFO's servers in the Ariel Rios building including:
  - Continued regular maintenance on Server operating systems.
  - Performed miscellaneous server maintenance.
  - Continued resolving network issue with production Oracle system.
  - Re installed Windows 2012 Standard on the Disaster Recovery Dell Power edge Server, Installed Windows and Dell updates such as Bios and Hardware Drivers.
  - Created Virtual Lab using VMware Workstation 10.0 consisting of a Domain Controller and two Windows 2012 Hyper-V Host for the purpose of testing Hyper-V Virtual Machine Replication.
  - Configured Host Replication feature on the two Hyper-V hosts and successfully replicated a Virtual Machine from Host1 to Host2. This exercise mimics the Disaster Recovery Task/Project currently assigned to the System Admin BAS team.
  - Configured the IOMEGA SAN to ISCSI Network Protocols access, enabled ICSI connection on the on two of the Windows Server to the SAN.
  - Upgraded Hyper-V Host1 running Windows 2008-R2 Server to Windows 2012 Standard.
- Continued meetings with EPA personnel regarding the steps that need to be taken to fulfill the requirements for backing up servers in cases of disaster recovery or data and code recovery.

Worked Planned (December 1st- December 31st)
- In addition to conducting routine project management tasks, KeyLogic will respond to EPA requests for technical assistance as required.
- Continue supporting OCFO/OB's virtualized BAS application using Citrix Xenapp. Will assist with issue research and resolution as necessary.
- Continue administering the SQL Server and Oracle databases / applications on OCFO's servers in the Ariel Rios building.
- Continue providing general technical support to OCFO, as requested

Task 8: Web-Enabling our Current Client-Server Application (Optional)

Client Actions/Decisions Required
None

Work Performed (November 1st – November 30th)

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- Continued planning activities for new web-based BAS application, including:
  - o Continued internal meetings to explore design options for the new system.
  - o Continued researching status and technical details of EPA's Sharepoint 365 implementation.
  - o Continued researching details of EPA's Cloud service offering.
  - o Created a development framework in the KeyLogic environment.
  - o Conducted numerous meetings and discussions about DB structure, requirements, and user interface "look and feel".
  - o Began developing required SLCM documents
  - o Began developing a design/prototyping schedule through FY14 Q2
  - o Began prototyping user interfaces for the resource grid, Strategic Planning tree, and security module.

Worked Planned (December 1st- December 31st)

- Continue planning activities as outlined above and complete planning schedule.
- Meet with appropriate EPA staff to acquire necessary technical information, advise EPA on recommended development approach, and demonstrate prototypes.

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Deliverable	Date
Front-end files containing modifications to the Version Selection Screen to have a title specific to the import process. (basbuild_110613_basimport.zip)	11/6/2013
October 2013 project status and cost reports. (EPA-CFO_October_2013_Status.doc, EPA OCFO BAS cost report October 2013.xlsx)	11/10/2013
Front-end files containing modifications to the Reprogramming data entry and import, new reported added to capture the update process. (basdbuild_111313_basrpts.zip)	11/14/2013
Front-end files containing modifications to the Adhoc grid reports. The column header for dragged column with no math operations was displayed incorrectly. (basdbuild_111413_basadhoc.zip)	11/14/2013
Front-end files containing modifications to the Reprogramming report (RPM060) some cosmetic changes applied. (basbuild_111713_basrpts.zip)	11/20/2013
Front-end files containing new modifications to the Reprogramming RPIO Activity selection. (basbuild_111913_basreprog_bassveb.zip)	11/21/2013
Front-end files containing modifications, added separate option to save as Excel, defaulted to Excel 8 to fix cutting off Purpose text. Made changes to saving the file to Excel to save dollars and FTE as numbers. (basbuild_112113_basreprog_basmgmt.zip)	11/22/2013
Front-end files containing modifications to fix the Adhoc grid report issue and the addition of the Approve All function to the Reprogramming Data Entry screen. (basbuild_112613_basadhoc_basreprog.zip)	11/26/2013
Front-end files containing modifications to the alignment of Standard Resource report. (basbuild_11-23-13_basrpts.zip)	11/26/2013

BUDGET SYSTEMS SUPPORT FOR EPA OCFO

Project Report December 2013

**CUSTOMER: U.S. Environmental Protection Agency -
Office of the Chief Financial Officer**

Contract No. GS-35F-0151L

Task Order No. EPG12H00434

Submitted By:

KEYLOGIC

**KeyLogic Systems, Inc.
3168 Collins Ferry Road
Morgantown, WV 26505**

Date Submitted:

January 14, 2014

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Contract No.: GS-35F-0151L
Task Order No.: EPG12H00434

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Task 1: Budget Automation System Design, Development, and Maintenance

Subtask 1.1 System Specifications

No activity during the reporting period.

Subtask 1.2 Prepare System Development Life Cycle Development Analyses

Client Actions/Decisions Required

None

Work Performed (December 1st- December 31st)

KeyLogic continued analyzing requirements/problems for BAS, as requested, including;
- BAS technology upgrade issues/process
- BAS-Compass interface process.
- Actuals import process (CDW to BAS).
- Maintaining/troubleshooting Citrix virtual application solution for BAS.
- Miscellaneous system enhancement requests

Worked Planned (January 1st- January 31st)

KeyLogic will continue to analyze BAS issues, including:
- BAS-Compass interface process.
- Supporting Citrix virtual application solution for BAS.
- BAS system performance issues.
- Issues reported by OCFO staff and other BAS users.
- Updates and improvements to the automated data transfer between the CDW/Momentum and BAS, as necessary or requested.
- Other BAS modifications and enhancements, as requested.

Subtask 1.3 System Development

No activity during the reporting period.

Subtask 1.4 System Security and Disaster Recovery

Client Actions/Decisions Required

None

Work Performed (December 1st – December 31st)

- Continued updating the configuration diagram for controlling the backup process.

- Created an installation step spreadsheet to document all items and upgrades

  o Updated about 75% of the items on the installation step spreadsheet which included the upgrade of Host 1 to Windows 2012, installation of the SAN at HQ, setup of several in-house backup processes and upgrade of the DR Host.

Worked Planned (January 1st- January 31st)

- KeyLogic will continue to obtain and store BAS database backups.
- Respond to all EPA requests for security and disaster recovery support.

Subtask 1.5 Enhancing System Functionality

Client Actions/Decisions Required

None

Work Performed (December 1st – December 31st)

- KeyLogic responded to EPA requests for BAS enhancements, including:

  o Tested and delivered New build for Oracle password change for BAS acccount.
  o Diagnosed and explained to users an issue with the version used to display Baseline plus Approved Reprogramming for 2013 in the new RPM05-CO13 report.
  o Data merge performed to correct the above issue, as well as correcting access assigned to OC group for the report's data to be displayed correctly.
  o Data fix for issue with the Nightly Actuals not populating Program Projects correctly.
  o Provided support to users on the addition of subobjectives on the Planning Tree.
  o Header creation for fdw downloads creation and data pool.
  o Researched possible issues on running BAS runtime files on Windows 7.
- Continued analyzing and discussing the import of reprogramming data including;
  o Added Standard Report RPM05-CO13 for 2013 Congressional Reprogramming and incorporated it into Standard Reports Module.

- Continued working on BAS data transformation issues.
- Continued analyzing and discussing various methods of capturing "historical" data.
- Continued analyzing and discussing the completed upgrade to PowerBuilder version 12.5 and Oracle client to 11.2.0.3.including;
  o Attempted F5 access to the test server that was set up during the configuration upgrade. Needed paperwork has been submitted, still unable to access the test server with F5.

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  o   Discussed upgrading SQL Server software at EPA with SQ server express, more
      research to be done on this possibility.
- Continued analyzing and discussing the conversion from Strategic Plan 5.0 to the new
  Strategic Plan 6.0.

Worked Planned (January 1st- January 31st)

- Continue enhancing BAS, as requested. Potential enhancements include updates to
  data entry screens and reports to accommodate changes to strategic and annual
  performance data reporting processes.
- Continue supporting BAS-Compass interface activities
- Support data crosswalk process for the new SP 6.0 implementation.

Subtask 1.6 Acceptance Testing

Client Actions/Decisions Required

None

Work Performed (December 1st – December 31st)

- KeyLogic continued system testing as system functions were developed or revised.
  Analysts provided programming staff with the feedback necessary to correct errors
  discovered during testing procedures.
- CDW to BAS data transformation/transfer processes.

Worked Planned (January 1st- January 31st)

KeyLogic will continue testing BAS and BAS data transfer/conversion until all identified
errors have been resolved and as new system functionality is developed.

Subtask 1.7 Training

Client Actions/Decisions Required

None

Work Performed (December 1st – December 31st)

Continued looking at what needs to be updated and preparing to give ACS training to
EPA personnel new to the system as well as to update existing users regarding newly
added items and reports.

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Worked Planned (January 1st- January 31st)

KeyLogic will work with client staff to develop training documents in support of BAS training, as requested. We will provide on-site support of BAS training sessions at the request of client staff.

Subtask 1.8 Documentation

Client Actions/Decisions Required

None

Work Performed (December 1st – December 31st)

- Continued supporting BAS on-line help functionality and content.
- Continued updating the BAS user guides as necessary to reflect system functionality modifications. Continued supporting conversion of the BAS User Guides and the ACS User Guides and various help documents into a PDF format for use on the OCFO website including:
  o Continued work on updating the documentation for new BAS functionality.
- Continued maintaining BAS change control log.
- Continued analyzing and improving/documenting the EPA/BAS Disaster Recovery (DR) process.
  o Continued reviewing the updated disaster recovery documents from the latest reformatting that was done approximately a year ago to determine what needs to be updated based on what has changed over the past year, including;
  o Continued investigating a way to send BAS backups to KeyLogic eliminating the need for sending DVDs to KeyLogic.
  o Continued working on updating the appendices of the current disaster recovery plan to reflect the changes/upgrades in the Oracle database version, the BAS PowerBuilder front end application version and the Oracle Client version.
  o Continued gathering information for the purpose of integrating Lotus Notes and SQL server recovery into the Disaster Recovery plan.
  o Continued working on developing a comprehensive virtualization plan for the BAS database, Citrix application server, the SQL server, and the Notes database application.
  o Continued working on integrating new virtualization plans into the Disaster Recovery plan.
  o Continued telecon meetings with EPA personal regarding steps needed to fulfill the requirements for backing up servers in cases of disaster recovery or data and code recovery.
  o Continued meeting to discuss all outstanding issues with the disaster recovery implementation.
  o Continued updating the diagrams for the current BAS configuration to be used as a starting point and to determine what upgrades were needed and what hardware and software was already in place that could continue to be used.

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Worked Planned (January 1st- January 31st)

- KeyLogic will work with client staff to develop documentation in support of BAS, as requested.
- Develop "BAS Bytes" documents, if requested, describing new BAS features or functionality.

Subtask 1.9 - Database Security

Client Actions/Decisions Required
None

Work Performed (December 1st – December 31st)

- Changed BAS and BAS-related database passwords as required.

Worked Planned (January 1st- January 31st)

- Maintain BAS database security as necessary.

Subtask 1.10 - BAS System Integration with Other Administrative Systems

Client Actions/Decisions Required

None

Work Performed (December 1st – December 31st)

- Continued working on BAS-Compass interface issues including;
  - Confirmed the existence of a fault in the FEEDMOM production logic and/or environment.
  - Worked with EPA FEEDMOM developers to finally diagnose the precise cause: the production environment for FEEDMOM uses different character encoding - 8 bit – than does BAS production, which uses 16 bit encoding.
  - Designed and implemented (in development area only) a better error capture method for Reprogramming uploads.
- Continued to monitor the nightly Actuals import process, notifying client of import status and correcting problems when necessary.
- Continued analyzing/modifying the nightly Actuals import process logic as requested.
- Continued to modify the FY 2013 Actuals import process, as requested, in support of end-of-year processes and converting to FY 2014 data import.
- Continued analyzing nightly import process to identify potential improvements designed to enhance ease of maintenance and troubleshooting.
- Continued supporting tasks to prepare budget and financial data for required reporting (e.g. Statement of Net Costs, PAR, SF133, etc).

Worked Planned (January 1st- January 31st)

- Continue working with client staff to resolve any identified issues with the nightly automated CDW-BAS Actuals import process, including issues with source data quality, data query modifications, and translation/transformation logic.
- Continue to load and test the latest ETL code in the EPA production environment as necessary to support modifications to the nightly CDW data import.
- Continue to modify the FY 2013 Actuals import process, as requested, in support of end-of-year processes and convert to FY 2014 data import.
- Continue analyzing nightly import process to identify potential improvements designed to enhance ease of maintenance and troubleshooting. Begin modifying process as necessary to achieve enhancements goals.
- Continue supporting annual/quarterly tasks to prepare budget and financial data for required reporting (e.g. Statement of Net Costs, PAR, SF133, etc).
- Continue supporting BAS-Compass interface activities.

Task 2: Performance Module System Design, Development and Maintenance

Subtask 2.1 System Specification Review

No activity during the reporting period.

Subtask 2.2 Prepare System Development Life Cycle Development Analyses

No activity during the reporting period.

Subtask 2.3 System Development

No activity during the reporting period.

Subtask 2.4 System Security and Disaster Recovery
No activity during the reporting period.

Subtask 2.5 Enhancing System Functionality

Client Actions/Decisions Required

None

Work Performed (December 1st – December 31st)

- Discussed and analyzed various requested changes and system issues.
  - Added more managing offices per users request.
- Continued analyzing and discussing ACS/PERS conversion from Strategic Plan 5.0 to Strategic Plan 6.0, including;
  - Finalizing Crosswalk Spreadsheet with EPA.
  - Additional population of the xwalk table in BAS.
  - Crosswalk on 2008-2014 ACS data performed and tested by the users.
  - Made changes to the front end so it can be used to perform conversion from SP 5.0 to 6.0.
- Miscellaneous support to PAT contractors on ACS/PERS data issues including;
  - Helped steer OSWER PAT owners to strategic plan 6.0 to find "missing measures." They had been looking for them in the 5.0 Strategic Plan data.

Worked Planned (January 1st- January 31st)

- Continue enhancing ACS/PERS functionality and assisting in ACS/PERS data analysis as requested.
- Continue analyzing and discussing ACS/PERS conversion from Strategic Plan 5.0 to Strategic Plan 6.0.

Subtask 2.6 Acceptance Testing

Client Actions/Decisions Required

None

Work Performed (December 1st – December 31st)

None

Worked Planned (January 1st- January 31st)

- Continue testing ACS/PERS enhancements as necessary.

Subtask 2.7 Training

No activity during the reporting period.

Subtask 2.8 Documentation

Client Actions/Decisions Required

None

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Work Performed (December 1st – December 31st)

- Continued modifications to the ACS/PERS modules users guides, as necessary.

Worked Planned (January 1st- January 31st)

- Continue efforts to develop and revise system documentation as time and priorities permit.

Task 3: Financial and Other Reporting Requirement Support

Client Actions/Decisions Required

None

Work Performed (December 1st – December 31st)

- Continued supporting annual/quarterly budget/finance reporting processes and data quality issues including;
  o Provided support for PCBBAS table load as the data was going to the old Strategic Plan.
- Continued supporting year-end, quarter-end, and month-end financial reporting, including Statement of Net Cost and Hill Monthly reports.
- Additional view was created for the Congressional Reports Macro.
- Continued supporting OCFO and their other contractors in their efforts to extract data from the ACS/PERS modules in BAS for the purpose of supporting the OCFO reporting dashboard and other reports as requested.

Worked Planned (January 1st- January 31st)

- Continue to support budget/finance related reports, as requested by client.
- Continue supporting OCFO and their other contractors in their efforts to extract data from the ACS/PERS modules in BAS for the purpose of supporting the OCFO reporting dashboard and other reports.

Task 4: Data Warehousing Support

Client Actions/Decisions Required

None

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Work Performed (December 1st – December 31st)

None

Worked Planned (January 1st- January 31st)

- Support OCFO staff as requested.

Task 5: Administrative Database Application Development and Maintenance

Client Actions/Decisions Required

- None

Work Performed (December 1st – December 31st)

- Continued to provide Lotus Notes expertise in support of multiple database applications, including:
  - General
    - Assisted Laurel Mankiewicz in getting her new laptop setup to connect to Lotus Notes via PassThru.
  - CURD Database
    - Assisted Laurel with loading some HR Reports into the database.

Work Planned (January 1st – January 31st)

- Continue to provide Lotus Notes expertise in support of budget-related applications, as requested, including, but not limited to:
  - Lotus Notes to MS-Office 365 Conversion
    - Assist with testing conversion process using a simple and a complex database.
    - Support and issues from moving all databases to new server.

Task 6: Hardware/Software/Peripheral Purchases/Installation

Client Actions/Decisions Required

None

Work Performed (December 1st – December 31st)

- Installed BAS front-end files and ran database scripts on EPA's servers as necessary to implement system modifications.

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Worked Planned (January 1st- January 31st)

- Install BAS front and back end as necessary to implement system revisions.

Task 7: Project Management/Technical Assistance

Client Actions/Decisions Required
None
Work Performed (December 1st – December 31st)

- Continued providing routine project management oversight, including developing monthly technical and cost reports.
- Continued supporting EPA staff members, via telephone and on-site, regarding a variety of BAS issues throughout the reporting period including:
  o Continued to troubleshoot and research Oracle thick client and BAS Citrix connectivity issues.
- Continued work on updating patches on various laptops assigned to BAS users which included running utility tools to increase performance.
- Continued administering the SQL server and Oracle databases/applications on OCFO's servers in the Ariel Rios building including:
  o Continued regular maintenance on Server operating systems.
  o Performed miscellaneous server maintenance.
  o Continued resolving network issue with production Oracle system.
  o Performed extensive research on the Replication failure, and the inability to replicate VM from an existing Host to a remote Replica Server. Resolved Google error and performed extensive research on the error and resolution possibilities.
  o Relocated Server to the Server room, configured IP address, Flush the DNS cache and reconfigured the server replication feature. Currently working on developing Server backup plan on the existing Physical/Virtual machines at Headquarters. Testing Adam recommended Open Source "HV Backup" Available through Vendor Coplex.
  o Configured the Disaster Recovery Server "W1742bdcpk002" as a Replica Server. The production Servers: (W1742bdcpk009, W1742bdcpk010, W1742bdcpk011 W1742bdcpk007) have been Replicated/Copied to the DR Servers and scheduled to launch an update every 5 hours.
  o Converted physical Server "w1742bdcth001" to Virtual using the Microsoft "Disk2vhd" converter.
  o Assisted in modifying the existing BAS Server and application topology on the Visio document to reflect the current configuration.
  o Worked with EPA System Admin on granting myself access to the OCFO-OB Organizational Unit, and becoming a member to the various groups required to manage BAS.

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- Continued meetings with EPA personnel regarding the steps that need to be taken to fulfill the requirements for backing up servers in cases of disaster recovery or data and code recovery.

Worked Planned (January 1st- January 31st)

- In addition to conducting routine project management tasks, KeyLogic will respond to EPA requests for technical assistance as required.
- Continue supporting OCFO/OB's virtualized BAS application using Citrix Xenapp. Will assist with issue research and resolution as necessary.
- Continue administering the SQL Server and Oracle databases / applications on OCFO's servers in the Ariel Rios building.
- Continue providing general technical support to OCFO, as requested

Task 8: Web-Enabling our Current Client-Server Application (Optional)

Client Actions/Decisions Required
None

Work Performed (December 1st – December 31st)

- Continued planning activities for new web-based BAS application, including:
  - Continued internal meetings to explore design options for the new system.
  - Continued researching status and technical details of EPA's Sharepoint 365 implementation.
  - Continued researching details of EPA's and other available Cloud service offerings.
  - Maintained and modified the development framework in the KeyLogic environment.
  - Conducted numerous meetings and discussions about DB structure, requirements, and user interface "look and feel".
  - Continued developing required SLCM documents; met with EPA staff to determine roles and responsibilities, and assign documentation tasks
  - Maintained/modified a design/prototyping schedule through FY14 Q2
  - Continued prototyping user interfaces for the resource grid, Strategic Planning tree, and security modules. Met with EPA to demonstrate progress on functionality.

Worked Planned (January 1st- January 31st)

- Continue planning activities as outlined above and maintain planning schedule.
- Meet with appropriate EPA staff to acquire necessary technical information, advise EPA on recommended development approach, and demonstrate prototypes.

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PROJECT DELIVERABLES
For the reporting period December 1st – December 31st, 2013

Deliverable	Date
Front-end files containing modifications added new RPM05-CO13 standard report. (basbuild_120513_basrpts.zip)	12/5/2013
Front-end files containing modifications specific to ACS data conversion to 6.0. (basdbuild_121013_bascommit.zip)	12/10/2013
November 2013 project status and cost reports. (EPA-CFO_November_2013_Status.doc, EPA OCFO BAS cost report November 2013.xlsx)	12/11/2013